Title 390 WAC
PUBLIC DISCLOSURE COMMISSION

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390-04-010 Purpose. [Order 9, § 390-04-010, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
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390-04-036 Definition of debt. [Order 26, § 390-04-036, filed 2/21/74.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
390-04-038 "Aggregate" defined. [Order 61, § 390-04-038, filed 7/16/75.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).
390-04-050 Enforcement policy. [Order 9, § 390-04-050, filed 4/24/73.] Repealed by 78-09-076 (Order 101), filed 8/28/78. Statutory Authority: RCW 42.17.370(1).

(1992 Ed.)
Title 390 WAC: Public Disclosure Commission

Chapter 390-05 WAC
GENERAL POLICIES AND DEFINITIONS

WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER


WAC 390-05-010 Purpose. The purpose of these regulations is to implement the provisions of chapter 42.17 RCW (Initiative 276), hereinafter referred to as the Public Disclosure Act or act, by declaring the policies of the commission, particularly with regard to the interpretation and enforcement of the act by the commission.

[Order 62, § 390-05-010, filed 8/26/75.]

WAC 390-05-020 General administrative policy. Whereas the Public Disclosure Act was adopted by the people for the general betterment of local and state government, it shall be the policy of the public disclosure commission to carry out and effectuate that policy to the full extent of its delegated powers, through efficient administration, appropriate regulations and rulings, and through strict, vigorous, uniform and fair enforcement of the provisions of the act.

[Order 62, § 390-05-020, filed 8/26/75.]

WAC 390-05-040 Public Disclosure Act—Violation of other law. No provision of chapter 42.17 RCW (Initiative 276) shall be construed in such a manner as to require any person to act or refrain from acting where such action or
nonaction would violate any provision of the state or federal constitution or any federal law.

[Order 62, § 390-05-040, filed 8/26/75.]

WAC 390-05-050 Commission status under SEPA. (1) The public disclosure commission recognizes its responsibilities under RCW 43.21C.120 to adopt rules pertaining to the State Environmental Policy Act (SEPA) as that act relates to activities under the commission's jurisdiction. The commission has reviewed SEPA and its own programs and concludes that all actions which are authorized to undertake are exempt by virtue of WAC 197-10-040(2), 197-10-150 through 197-10-190. The commission, as an administrative agency, has statutory authority for information gathering, recordkeeping, and investigative and hearing procedures with respect to elected officials, candidates, political committees, and persons and entities involved in lobbying activities. None of these activities are potentially subject to the environmental impact statement requirements of RCW 43.21C.030.

(2) In accordance with WAC 197-10-800(4), the commission adopts this statement in compliance with the requirements of chapter 43.21C RCW.

[Order 77, § 390-05-050, filed 6/2/76.]

WAC 390-05-200 Definition—Candidates for public office—Time of filing. The following circumstances shall give rise to presumption that an individual is a "candidate" as that term is defined in RCW 42.17.020(5):

(1) The existence of a political committee promoting the election of such individual for public office with the knowledge and consent of that individual; or,

(2) A public declaration of candidacy by an individual even if the candidacy is conditioned on a future occurrence.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-200, filed 7/9/85; Order 62, § 390-05-200, filed 8/26/75.]

WAC 390-05-205 Definition of term "consumables." For the purpose of RCW 42.17.020(10) the term "consumables" includes the amount paid for food, beverages, preparation or catering, entertainment cost or fair market value of items sold, raffled, or given as prizes.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-205, filed 7/9/85; Order 63, § 390-05-205, filed 9/10/75.]

WAC 390-05-210 Definition—Contribution. (1) The term "contribution" as defined in RCW 42.17.020(10) shall be deemed to include, among other things, furnishing services or property or rights on a discriminatory basis or at less than their fair market value as defined in WAC 390-05-235, for the purpose of assisting any candidate or political committee. When such in-kind contribution of goods or services is provided, it shall be reported at its fair market value, per WAC 390-05-235.

(2) The following activities are not considered to be contributions or independent campaign expenditures reportable under RCW 42.17.090 or 42.17.100:

(a) News, feature, or editorial comment in a broadcast media program or in a regularly scheduled issue of a printed periodical (including periodicals published by businesses and organizations for their respective employees or members) to communicate ratings, evaluations, endorsements, or recommendations for or against a candidate or ballot proposition;

(b) Internal political communications from a corporation or similar enterprise to its officers, management staff, and stockholders or from a union, association, or other membership organization to its members;

(c) Messages in the form of reader boards, banners, yard, or window signs displayed on a person's own property or property occupied by the organization, business, or union: Provided, That any person, space, or property used for such political advertising for which a rental charge is normally made shall be reported as an in-kind contribution.


WAC 390-05-215 Receipt of a campaign contribution. "Receipt" of a campaign contribution, as that term is used in chapter 42.17 RCW, shall be deemed to occur at the earliest of the following:

(1) The date that the candidate, treasurer, deputy treasurer, campaign manager, campaign chairperson or similarly situated campaign official obtains possession of the contribution, or

(2) The date that the candidate, treasurer, deputy treasurer, campaign manager, campaign chairperson or similarly situated campaign official is informed of the contribution, or becomes aware that the campaign, or in the case of an earmarked contribution, the intermediary, has possession of the contribution, or

(3) The date that the contribution becomes available for use by the candidate or committee.

[Statutory Authority: RCW 42.17.370. 92-05-081, § 390-05-215, filed 2/18/92, effective 3/20/92.]
42.17.350. The public disclosure commission shall hereafter be referred to as the commission.


WAC 390-05-271 General applications of RCW 42.17.130. (1) RCW 42.17.130 does not restrict the right of any individual to express his or her own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public office or agency.

(2) RCW 42.17.130 does not prevent a public office or agency from (a) making facilities available on a nondiscriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.

[Statutory Authority: RCW 42.17.370(1). 80-02-055 (Order 80-01), § 390-05-271, filed 1/17/80; 79-02-056 (Order 79-01), § 390-05-271, filed 1/31/79.]

WAC 390-05-273 Definition of normal and regular conduct. Normal and regular conduct of a public office or agency, as that term is used in the proviso to RCW 42.17.130, means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use.

[Statutory Authority: RCW 42.17.370(1). 79-02-056 (Order 79-01), § 390-05-273, filed 1/31/79.]

WAC 390-05-290 Definition—Political advertising. Political advertising does not include letters to the editor, news or feature articles, editorial comment or replies thereto in a regularly published newspaper, periodical, or on a radio or television broadcast where payment for the printed space or broadcast time is not normally required.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-05-290, filed 7/9/85.]

WAC 390-05-300 Suspension of reporting requirements. From the effective date of RCW 42.17.405, the following reporting requirements are suspended in jurisdictions with less than one thousand registered voters as of the date of the most recent general election in the jurisdiction:

(1) The F-1 financial reports of public officials required by RCW 42.17.240 and WAC 390-24-010, 390-24-020 and 390-24-025;

(2) The L-5 public agency lobbying report required by RCW 42.17.190 and WAC 390-20-120;

(3) The C-1 through C-4 campaign finance reports required for ballot issues by RCW 42.17.040 through 42.17.090 and WAC 390-16-011, 390-16-031, 390-16-036, 390-16-041, and independent campaign expenditure reports (C-6) required for ballot issues by RCW 42.17.100 and WAC 390-16-050: Provided, That reporting requirements shall be reinstated by order of the commission at its next regular or special meeting if:

(a) A certified "petition for disclosure" containing the valid signatures of fifteen percent of the number of registered voters of the jurisdiction as of the date of the most recent general election in the jurisdiction is filed with the commission; or

(b) The jurisdiction has by ordinance, resolution or other official action petitioned the commission to void the suspension with respect to elected officials, candidates and ballot propositions for the jurisdiction.

If reporting requirements are reinstated by petition, the commission shall promptly notify all known affected candidates and incumbent elected officials of their duty to file disclosure reports. Such individuals and committees shall be ordered to file the required statements within thirty days of the commission order.

[Statutory Authority: RCW 42.17.370. 92-05-080, § 390-05-300, filed 2/18/92, effective 3/20/92. Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-05), § 390-05-300, filed 7/9/85; 82-16-032 (Order 82-05), § 390-05-300, filed 7/28/82.]

WAC 390-05-305 Petition for disclosure—Form. (1) A petition for disclosure shall be legible, on 8-1/2 x 11" paper and shall include the following information:

(a) The name of the jurisdiction;

(b) A request that public disclosure be required;

(c) The names and addresses of all known candidates and ballot proposition committees in the jurisdiction who will be required to report;

(d) The legibly printed name and address and the legal signature of at least fifteen percent of the number of registered voters in the jurisdiction as of the date of the most recent general election in the jurisdiction.

(2) The petition shall be verified and certified by the auditor or elections officer of the county or counties in which the jurisdiction is located. The signatures shall be verified by comparing the signatures on the petition to the signatures on the voter registration roll. The auditor shall place his seal on each verified page of the petition in order to certify it to the commission.

(3) A suggested form for petition is:

"We, the undersigned citizens and registered voters of ______________________ , request that the Public Disclosure Commission order disclosure in ______________________ ."

(4) A suggested form for the petition of a jurisdiction by ordinance, resolution or other official action is:

"We, the ______________________ of ______________________ request that the Public Disclosure Commission order disclosure in ______________________ . This request is made pursuant to RCW 42.17.405 and WAC 390-05-305(4)."

[Statutory Authority: RCW 42.17.370. 92-05-080, § 390-05-305, filed 2/18/92, effective 3/20/92. Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-05), § 390-05-305, filed 7/9/85; 82-16-032 (Order 82-05), § 390-05-305, filed 7/28/82.]
Chapter 390-12 WAC

ADMINISTRATIVE PROCEDURES

\[\text{\textbf{WAC 390-12-010}}\] Public disclosure commission—Regular meetings. Pursuant to RCW 42.30.075, regular meetings of the public disclosure commission shall be held on the fourth Tuesday of each calendar month at 9:00 a.m. except November and December when they shall be held on the third Tuesday. The meetings shall be held in the Second Floor Conference Room, Evergreen Plaza Building, 711 Capitol Way, Olympia, Washington, unless circumstances require relocating to another site. If relocating is required, the meeting shall be held at a place designated by the chairman of the commission.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-12-010, filed 79/85; 82-05-001 (Order 82-01), § 390-12-010, filed 2/4/82; 80-06-119 (Order 80-06), § 390-12-010, filed 5/30/80; 79-10-070 (Order 79-06), § 390-12-010, filed 9/19/79; Order 62, § 390-12-010, filed 8/26/75; Order 14, § 390-12-010, filed 7/31/73.]

\[\text{\textbf{WAC 390-12-040}}\] Public disclosure commission—Description of central and field organization. (1) The public disclosure commission is a five member commission appointed by the governor with the consent of the senate. The commission is assisted by a staff consisting of an executive director and such other employees as are necessary.

(2) The administrative office of the commission is located at Public Disclosure Commission, Room 403, Evergreen Plaza Building, Olympia, Washington.

(3) Mailings to the commission should be addressed as follows: Public Disclosure Commission, 711 Capitol Way, Rm 403, PO Box 40908, Olympia, WA 98504-0908.

[Statutory Authority: RCW 42.17.370, 91-24-011, § 390-12-040, filed 11/22/91, effective 12/23/91. Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-12-040, filed 79/85; Order 62, § 390-12-040, filed 8/26/75; Order 42, § 390-12-040, filed 9/26/74; Order 9, § 390-12-040, filed 4/24/73.]

\[\text{\textbf{WAC 390-12-050}}\] Operations and procedures. (1) The public disclosure commission was created by the passage of Initiative 276 in 1972 for the principal purpose of providing the public with accurate information about certain financial affairs of candidates and elected officials, about the financing of election campaigns and the sponsors of political advertising, and about expenditures made in the course of lobbying. The initiative also contains provisions guaranteeing citizen access to most records of most elements of state and local government.

(2) The duties, responsibilities and powers of the commission are set forth in RCW 42.17.360, 42.17.370, 42.17.395 and 42.17.397. Provisions for establishing the commission and appointing the members thereof are stated in RCW 42.17.350.

(3) Commissioners meet monthly to consider and act on major policy matters, on requests for reporting modifications and on enforcement cases. All meetings are conducted in accordance with the Open Public Meetings Act (chapter 42.30 RCW) and the Administrative Procedure Act (chapter 34.05 RCW), and Sturgis Standard Code of Parliamentary Procedure. The passage of any motion adopting, amending or repealing any rule, or recommending changes to the act shall require a majority vote of the members of the commission as distinguished from a quorum of the commissioners.

(4) The staff prepares and distributes reporting forms and instructions in the most practical manner to persons subject to the law. The instructions are intended to satisfy the requirement of RCW 42.17.360 to publish bookkeeping manuals. The staff also provides personal instruction and
technical assistance to persons with specific problems and questions.

(5) Between 45,000 and 55,000 reports are received during a calendar year from an average of 9,500 reporting "clients." The staff receives these reports, records their receipt, and microfilms and files them. Every effort is made to have reports filmed and available for public inspection and copying within twenty-four hours of their receipt.

(6) Procedures for accessing the files of the agency are given in chapter 390-14 WAC. The staff will provide microfiche copies of reports when requested by mail or telephone. Reports are generally sent the same day the request is received. Answers to telephone inquiries seeking verification that a report is on file and, if regarding a campaign financing report, the most recent totals for contributions and expenditures.

(7) While some citizens will benefit from the reports by personally reviewing them, most will look to the news media for information. The staff compiles occasional summaries and studies for distribution to news outlets. Known as "Reports to the Public," they provide a condensed mirror image of the information in reports filed with the commission.

(8) The act demands complete, accurate and timely reporting. The commission, as a vehicle of communication between those engaged in political life and the general public, is expected to take whatever actions are necessary to assure the public of having the information it is entitled to; that the flow of communication is not interrupted by those responsible for providing the information. Within the resources provided the commission, reports are reviewed, field audits are conducted and complaints are investigated. The staff concentrates on assisting people in meeting their obligations under the law in hopes of fulfilling the purpose of the act without having to resort to enforcement actions resulting in embarrassment and monetary penalties. Gross negligence and evasions of the act will not be tolerated, however. Acting without fear or favor, the staff will bring to the commissioners for appropriate action all matters where there is evidence of a material violation of chapter 42.17 RCW and/or lack of substantial compliance.

WAC 390-12-170 Public disclosure commission—
Organization and structure—Officers—Terms. The officers of the public disclosure commission for administrative purposes shall be chairman, vice chairman and secretary. Their terms shall be one year or until a successor is elected.

WAC 390-12-190 Public disclosure commission—
Elections—Vacancies. Elections to fill commission offices shall be held annually at the regular June meeting of the commission, or at a special election called for that purpose between May 1 and June 30 of the calendar year in which the new terms will commence. Vacancies in said offices may be filled by a vote of the commission at any regular meeting or any special meeting called for that purpose.

WAC 390-12-200 Public disclosure commission—
Executive director. The commission shall employ and fix the compensation of an executive director who shall perform the following duties under the general authority and supervision of the commission:

(1) Act as records officer and administrative arm of the commission.
(2) Coordinate the policies of the commission and the activities of all commission employees and other persons who perform ministerial functions for the commission.
(3) Act as liaison between the commission and other public agencies.

WAC 390-12-250 Declaratory order—Petition
requisites—Consideration—Disposition. (1) Any person may submit a petition for a declaratory order pursuant to RCW 34.05.240 in any form so long as it
(a) Clearly states the question the declaratory order is to answer, and
(b) Provides a statement of the facts which raise the question.
(2) The executive director may conduct an independent investigation in order to fully develop the relevant facts.
(3) The executive director will present the petition to the commission at the first meeting when it is practical to do so and will provide the petitioner with at least five days notice of the time and place of such meeting. Such notice may be waived by the petitioner.
(4) The petitioner may present additional material and/or argument at any time prior to the issuance of the declaratory order.
(5) The commission may issue either a binding or a nonbinding order or decline to issue any order.
(6) The commission may decide that a public hearing would assist its deliberations and decisions. If such a hearing is ordered, it will be placed on the agenda of a meeting and at least five days notice of such meeting shall be provided to the petitioner.
(7) If an order is to be issued, the petitioner shall be provided a copy of the proposed order and invited to comment.
(8) The declaratory order cannot be a substitute for a compliance action and is intended to be prospective in effect.
(9) The commission will decline to consider a petition for a declaratory or to issue an order when (a) the petition requests advice regarding a factual situation which has actually taken place, or (b) when a pending investigation or compliance action involves a similar factual situation.

[Title 390 WAC—p 6]
WAC 390-12-255 Petitions for rule making, amendment or repeal—Form—Consideration—Disposition. (1) Any person may submit a petition requesting the promulgation, amendment or repeal of any rule by the commission pursuant to RCW 34.05.330.

(2) The petition for rule making should contain a draft of any proposed rule and any argument in favor of its adoption, but no particular form is necessary.

(3) The commission will consider the petition at its next regular meeting after its submission. The petitioner shall be given notice of the time of that meeting.

(4) Within 60 days after its submission, the commission shall advise the petitioner that the petition has been denied, giving its reasons in detail, or initiate rule making proceedings under RCW 34.05.330.

[Statutory Authority: RCW 42.17.370. 90-16-083, § 390-12-255, filed 7/31/90, effective 8/31/90. Statutory Authority: RCW 42.17.370(1). 81-18-043 (Order 81-03), § 390-12-255, filed 8/28/81.]

Chapter 390-13 WAC

GENERAL PROVISIONS RELATING TO PUBLIC RECORDS OF STATE AND LOCAL AGENCIES

WAC 390-13-010 Optional format for requests for lists of individuals. The use of a list of individuals obtained from an agency for commercial purposes is prohibited by RCW 42.17.260(5). The commission finds that the term "commercial purposes" has been interpreted by different agencies in inconsistent ways resulting in confusion and a lack of uniform administration of that statute. Therefore, the following format is adopted by the commission and authorized for use by agencies, at their option, to bring uniformity to the administration of that statute.

(Name of Agency)  PUBLIC RECORDS ACCESS

STATE OF WASHINGTON  AFFIDAVIT TO
COUNTY OF . . . . . . . . . . . . . . . . . . . . . . ss. RELEASE PUBLIC RECORDS

(NAME AND ADDRESS)

having been duly sworn, deposes and says:

1. I have requested copies of the following public records:

2. I understand that Washington state law, RCW 42.17.260(5), prohibits the use of lists of individuals for commercial purposes.

3. I understand that the use for commercial purposes of said records may also violate the rights of the individuals named therein and may subject me to liability for such commercial use.

4. I understand that section 2 and 3 herein apply when I use said records for commercial purposes and when others use said records or copies of same for commercial purposes. I understand that I may be liable in either case.

(1992 Ed.)

5. I understand that "commercial purposes" means that the person requesting the record intends that the list will be used to communicate with the individuals named in the record for the purpose of facilitating profit expecting activity.

6. Therefore, I do hereby swear and affirm on oath and under penalty of law that I will not use said records for commercial purposes and that further, it is my affirmative duty to prevent others from using said records for commercial purposes.

7. I do further swear and affirm on oath and under penalty of law that I will protect and hold harmless, including the cost of defending, the agency and its agents and employees from which I have obtained said records from any and all claims arising either directly or indirectly from the commercial use of said records.

..........................................................
Signature

SUBSCRIBED AND SWORN to before me this . . . day of ........., 19 . . .

Notary Public in and for the state of Washington . . . . . . . . . . . . . . . . . . . .

[Statutory Authority: RCW 42.17.370(1). 83-11-004 (Order 83-01), § 390-13-010, filed 5/6/83.]

WAC 390-13-100 Duties of elections officials receiving copies of campaign finance reports. (1) Pursuant to RCW 42.17.375, when arranging, indexing, handling and providing access to reports filed with the county as required by chapter 42.17 RCW, county election officers shall adhere to the following:

(a) Each report on receipt shall be marked with the date (or some means of determining the date) the report was postmarked and/or the date on which it was received by the elections office.

(b) Files for these reports shall be maintained separate from all other reports and documents in the office and shall be arranged alphabetically by the name of the candidate or committee. Elections officers may segregate files into additional categories, if desired.

(c) Files may be maintained in paper form or on micrographics[. If files are maintained on micrographics], equipment for viewing film and for reproducing individual frames on paper must be made available to the public.

(d) A separate, special index shall be maintained showing the name of each candidate or committee for whom reports are on file. The index need not list each report subsequently filed. The index shall be readily available for public inspection.

(e) Reports shall be placed in the files and available for public inspection by the end of the next business day following receipt.

(f) Mindful that the public's right to know of the financing of political campaigns is paramount, elections officials shall give priority [attention] to and promptly honor each request for public inspection of the campaign finance report files.

[Title 390 WAC—p 7]
(2) Copies of reports must be maintained by elections officers for a period of at least six years, in accordance with RCW 42.17.450, and records retention schedules prepared pursuant to chapter 40.14 RCW.

(3) A description of the county’s method of filing and indexing campaign finance reports shall be sent to the public disclosure commission within 30 days of the effective date of this rule. The description shall be updated any time there is a revision to the filing and indexing system.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-13-100, filed 7/9/85; 83-17-138 (Order 83-02), § 390-13-100, filed 8/24/83.]

Reviser’s note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

Chapter 390-14 WAC
ACCESS TO PUBLIC RECORDS OF THE PUBLIC DISCLOSURE COMMISSION

WAC
390-14-015 Public records officer.
390-14-020 Hours for records inspection and copying.
390-14-025 Requests for public records.
390-14-030 Copying of public records.
390-14-035 Exempting records from public inspection.
390-14-040 Review of denials of public records requests.
390-14-045 Records index.
390-14-050 Record request form.
390-14-100 List of elected public officials.
390-14-105 List of elected public officials—Responsibility for developing.
390-14-110 List of elected public officials—Name not on list, impact.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

WAC 390-14-015 Public records officer. The commission’s public records officer, who is located in the administrative office of the commission is responsible for implementing the commission’s rules and regulations regarding release of public records, coordinating the staff of the commission in this regard, and ensuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-015, filed 7/9/85; Order 62, § 390-14-015, filed 8/26/75.]

WAC 390-14-020 Hours for records inspection and copying. Public records shall be available for inspection and copying during the customary office hours of the commission.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-020, filed 7/9/85; Order 62, § 390-14-020, filed 8/26/75.]

WAC 390-14-025 Requests for public records. (1) In accordance with requirements of chapter 42.17 RCW that agencies [present] [prevent] unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied by requesting in person, by letter, or by telephone the desired record(s).

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-025, filed 7/9/85; Order 64, § 390-14-025, filed 11/27/75; Order 62, § 390-14-025, filed 8/26/75.]

Reviser’s note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-14-030 Copying of public records. No fee shall be charged for the inspection of public records. The commission shall charge a fee of ten cents per page of copy for providing copies of public records maintained on paper. A fee of twenty-five cents per film shall be charged for copies of microfiche. These charges are the amounts necessary to reimburse the commission for its actual costs incident to such copying including the use of the commission’s copy equipment. Charges will not be assessed if the total cost involved in a particular request is less than one dollar.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-030, filed 7/9/85; 82-18-031 (Order 82-06), § 390-14-030, filed 8/25/82; 82-05-001 (Order 82-01), § 390-14-030, filed 2/4/82; Order 62, § 390-14-030, filed 8/26/75.]

WAC 390-14-035 Exempting records from public inspection. (1) The public records officer shall delete information the disclosure of which would violate personal privacy or endanger vital government interests from any record prior to permitting public inspection or copying. After such data is deleted, the remainder of the record shall be made available.

(2) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-035, filed 7/9/85; Order 62, § 390-14-035, filed 8/26/75.]

WAC 390-14-040 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the chairman of the commission. The
chairman shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the commission as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision within two business days following the original denial.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-040, filed 7/9/85; Order 62, § 390-14-040, filed 8/26/75.]

WAC 390-14-045 Records index. (1) The commission has established and implemented a system of indexing for the identification and location of the following records:

(a) All records issued before July 1, 1990, for which the commission has maintained an index.

(b) Final adjudicative orders and declaratory orders issued after June 30, 1990, that contain an analysis or decision of substantial importance to the commission in carrying out its duties.

(c) Interpretive and policy statements that were entered after June 30, 1990.

(2) Final and declaratory orders shall be evaluated by the executive director or executive director's designee. Those orders which are determined to have substantial importance shall be included in the index.

(3) Final orders shall be indexed by the name of the person against whom the order was issued, and by citation to the law involved.

(4) Declaratory orders shall be indexed by subject matter, phrase describing the issue or holding, or by a citation to the law involved.

(5) Interpretive statements and policy statements shall be indexed by subject matter, topic, calendar year, or a combination of these, as appropriate.

(6) The index is available for public inspection and copying during regular business hours at the Public Disclosure Commission, 403 Evergreen Plaza, Olympia, Washington 98504.

(7) The indexes shall be kept current and updated annually.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-14-045, filed 8/2/91, effective 9/2/91. Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-045, filed 7/9/85; Order 62, § 390-14-045, filed 8/26/75.]

WAC 390-14-055 Record request form. The public disclosure commission hereby adopts for use by all persons requesting inspection and/or copies of records entitled "Request for public records," revised 10/92.

WAC 390-14-100 List of elected public officials. (1) The public disclosure commission shall prepare, collate and make available for public distribution a list of all state elected officials of the state of Washington. The list shall be published by the commission and updated annually.

(2) In addition, the list shall contain those entities which are reported by those state elected officials pursuant to RCW 42.17.241 (1)(g).

(3) This list shall contain the most recent information on file with the commission as of February 1 each year.

[Statutory Authority: RCW 42.17.370. 92-24-015, § 390-14-055, filed 11/20/92, effective 12/21/92; Order 62, § 390-14-055, filed 8/26/75.]

Reviser’s note: The brackets and enclosed material in the text of the above section occurred in the copy filed by the agency.

WAC 390-14-105 List of elected public officials—Responsibility for developing. The executive director of the public disclosure commission shall be responsible for keeping the list on a current basis and shall develop all procedures necessary for performing that responsibility.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-14-105, filed 7/9/85; 80-05-097 (Order 80-05), § 390-14-100, filed 5/2/80; 79-10-017 (Order 79-05), § 390-14-100, filed 9/7/79; Order 62, § 390-14-100, filed 8/26/75.]

WAC 390-14-110 List of elected public officials—Name not on list, impact. (1) The commission has as part of its authority the power to suspend or modify reporting requirements of chapter 42.17 RCW, if it finds after hearing that literal application of the act would work a manifest hardship, and if it finds that suspension or modification will not frustrate the purpose of the act.

(2) Upon a hearing of this nature, the commission shall presume the reporting of the name of any elected official as required by the act to be an unreasonable hardship, if the name of that elected official does not appear on the list compiled pursuant to this chapter.

(92 Ed.)
(3) The commission shall presume it is a manifestly unreasonable hardship for a lobbyist employer to report the compensation paid to a corporation, partnership, joint venture, association, union or other entity in which a state elected official or member of his immediate family holds any office, directorship, general partnership interest, or an ownership interest of ten percent or more, if:

(a) The name of such entity does not appear on the most recent list of state elected officials published by the commission pursuant to WAC 390-14-100; and

(b) The lobbyist employer does not have actual knowledge of such compensation being paid to such entity.

[Statutory Authority: RCW 42.17.370(1). 80-05-097 (Order 80-05), § 390-14-110, filed 5/2/80; Order 62, § 390-14-110, filed 8/26/75.]

Chapter 390-16 WAC

FORMS FOR CAMPAIGN FINANCING REPORTING—CONTRIBUTIONS

WAC 390-16-011 Forms—Registration statement for political committees.

390-16-012 Forms—Registration statement for candidates.

390-16-031 Forms for statement of contributions deposit.

390-16-032 Forms—Auction report.

390-16-033 Earmarked contributions—Reporting—Form.

390-16-037 Purpose of campaign expenditures—Reporting.

390-16-038 Definition—Aggregate.

390-16-039 Total contributions and expenditures—Reporting.

390-16-041 Forms—Summary of total contributions and expenditures.

390-16-042 Contingent liabilities—Reporting.

390-16-050 Forms for contributions and expenditures of political committees not domiciled in Washington state.

390-16-055 Filing reports for nonreporting committees.

390-16-060 Forms for report of independent expenditures.

390-16-105 Abbreviated campaign reporting—Eligibility.

390-16-111 Abbreviated campaign reporting—Special fund raising events.

390-16-115 Abbreviated campaign reporting—Conditions for granting use.

390-16-120 Abbreviated campaign reporting—Times and place for filing reports C-1, C-1pc and C-4abb.

390-16-121 Last minute committees.

390-16-125 Abbreviated campaign reporting—Exceeding limitations.

390-16-150 Mini campaign reporting.

390-16-155 Mini campaign reporting—Exceeding limitations.

390-16-200 Encouraging expenditures to avoid contributions—Result.

390-16-205 Expenditures by agents, employees—Reporting.

390-16-206 Raings and endorsements.

390-16-207 In-kind contributions and expenditures—Reporting.

390-16-221 Tangible property—Definition.

390-16-230 Surplus campaign funds—Use in future.

390-16-240 Earmarked contributions—Definition and use.

390-16-308 Identification of source of contribution.

390-16-310 Limitation on contributions.

390-16-312 Handling contributions of uncertain origin.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-16-010 Forms—For statement of organization by political committees. [Order 5, § 390-16-010, filed 3/27/73.] Repealed by Order 60, filed 7/16/75.

390-16-020 Forms—For report of campaign treasurer and depository. [Order 5, § 390-16-020, filed 3/2/73.] Repealed by Order 60, filed 7/16/75.

390-16-030 Forms—For statement of contributions deposit. [Order 5, § 390-16-030, filed 3/2/73.] Repealed by Order 60, filed 7/16/75.

390-16-035 Form C-3—Time for filing. [Order 87, § 390-16-035, filed 11/19/76; Order 62, § 390-16-035, filed 8/26/75; Order 20, § 390-16-035, filed 10/29/73.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).

Form for reporting fund raising events. [Statutory Authority: RCW 42.17.370(1), 86-04-071 (Order 86-01), § 390-16-036, filed 5/10/82; 82-02-007 (Order 81-04), § 390-16-036, filed 12/28/81; Order 84, § 390-16-036, filed 8/18/76.] Repealed by 89-20-068, filed 10/4/89, effective 11/4/89. Statutory Authority: RCW 42.17.370.

390-16-040 Forms—For report of contributions and expenditures by candidates and political committees. [Order 5, § 390-16-040, filed 3/2/73.] Repealed by Order 60, filed 7/16/75.

Campaign financing—Special reports. [Order 67, § 390-16-061, filed 1/16/76; Order 62, § 390-16-061, filed 8/26/75.] Repealed by 86-04-071 (Order 86-01), filed 2/5/86. Statutory Authority: RCW 42.17.370(1).

390-16-062 Campaign financing—Special reports—Time for filing. [Order 67, § 390-16-062, filed 1/16/76; Order 62, § 390-16-062, filed 8/26/75.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).

Form for report by commercial advertisers. [Order 62, § 390-16-070, filed 8/26/75; Order 41, § 390-16-070, filed 9/26/74; Order 6, § 390-16-070, filed 3/23/73.] Repealed by Order 73, filed 4/26/76.

Reports by nondomiciled committee—For report by candidates/committees less than $1,000 expenditures—Contributions. [Order 41, § 390-16-080, filed 9/26/74; Order 19, § 390-16-080, filed 10/29/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).


Candidates and committees—Use in future. [Order 35, § 390-16-095, filed 8/29/74.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).

Abbreviated campaign reporting—Ballot propositions. [Order 91, § 390-16-110, filed 7/22/77; Order 62, § 390-16-110, filed 8/26/75.] Repealed by 86-04-071 (Order 86-01), filed 2/5/86. Statutory Authority: RCW 42.17.370(1).

Surplus campaign funds—Definition. [Statutory Authority: RCW 42.17.370(1), 78-07-037 (Order 98), § 390-16-220, filed 6/25/76; Order 70, § 390-16-220, filed 2/25/76; Order 62, § 390-16-220, filed 8/26/75.] Repealed by 86-04-071 (Order 86-01), filed 2/5/86. Statutory Authority: RCW 42.17.370(1).

Major political party—Definition. [Statutory Authority: RCW 42.17.370(1), 88-14-064 (Order 88-02), § 390-16-223, filed 7/18/88.] Repealed by 88-20-029 (Order 88-04), filed 9/29/88. Statutory Authority: RCW 42.17.370(1).

Surplus campaign funds—Disposition. [Order 70, § 390-16-225, filed 2/25/76; Order 62, § 390-16-225, filed 8/26/75.] Repealed by 86-04-071 (Order 86-01), filed 2/5/86. Statutory Authority: RCW 42.17.370(1).

Funding raising events—Time and place of filing form C-3A. [Order 84, § 390-16-300, filed 8/18/76.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).

[Title 390 WAC—p 10]


**WAC 390-16-011 Forms—Registration statement for political committees.** The official form for providing [the] statement [of] [or] organization by political committees[,] for designating [a] campaign treasurer and depository and for reporting information required to qualify for abbreviated campaign finance reporting is designated "C-Ipc," revised 7/92. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.
REGISTRATION:
POLITICAL COMMITTEES

Committee Name (Show entire official name.)

Mailing Address

City

County

Zip + 4

COMMITTEE STATUS

Continuing committee

Election only; election date

Ballot Number

FOR

AGAINST

NEW REGISTRATION OR UPDATE OF PRIOR REGISTRATION?

NEW: Complete all items in the registration

AMENDED: Supply the information below which has changed

1. What is the purpose or description of the committee?

Political Party, Central Committee, District Club, etc.

Identify political party. If you are not supporting the entire party ticket, attach a list of the candidates you support.

Ballot Committee (Initiative, Bond, Levy, Recall, etc.)

Name or description of ballot measure:

Political Action Committee. If committee is associated with a business, association, labor union, or similar organization, list name:

Other. Explain on attached sheet.

2. Related or affiliated committees. List name, address and relationship.

3. HOW MUCH DO YOU PLAN TO SPEND DURING THIS ENTIRE ELECTION CAMPAIGN, INCLUDING THE PRIMARY AND GENERAL ELECTIONS? BASED ON THAT ESTIMATE, CHOOSE ONE OF THE REPORTING OPTIONS BELOW. (If the committee is a continuing organization, estimate spending on a calendar year basis.)

If no box is checked you are obligated to use Full Reporting. See reporting instruction booklets for information about reports required and changing reporting options.

ABBREVIATED REPORTING

We will use the Abbreviated Reporting System. We will raise and spend no more than $2,000 and will accept no more than $200 in the aggregate from any one contributor.

FULL REPORTING

We will use the Full Reporting System. We understand this means we must file the frequent, detailed reports required by law.

4. Treasurer’s Name and Address (List deputy treasurers on attached sheet.)

Daytime Telephone Number

5. Committee’s Principal Officers. List name, address and title.

6. Campaign Bank or Depository:

Branch

City

Campaign records are to be open for public inspection the last eight days before the election. (Two hours daily between 8 AM - 8 PM, Monday - Friday.) Show location and hours below:

Street Address (Do not use a Post Office Box Number)

Hours

7. Fair Campaign Practices: All committee officers are encouraged to subscribe to the Code of Fair Campaign Practices printed in campaign instruction booklets.

Signature and Certification. I certify that this statement is true, complete and correct to the best of my knowledge.

Committee treasurer’s signature

Date

8. Need campaign finance forms and instructions for the reporting system selected? Please check one of the following boxes:

I already have forms and instructions.

I will get forms and instructions from my county elections office.

I want the Public Disclosure Commission to mail me the proper forms and instructions.

See Instructions on reverse

[Title 390 WAC—p 12]
INSTRUCTIONS

Please consult PDC instruction manuals when completing this report. Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE
Persons, committees, organizations and groups that receive contributions and make expenditures in support of or opposition to: candidates in jurisdictions of 5,000 or more registered voters as of the last general election; statewide ballot issues; or local ballot issues in jurisdictions with 1,000 or more registered voters as of the last general election.

WHEN TO FILE
Within 2 weeks of organizing a committee or first expecting to receive contributions or make expenditures, whichever occurs first. (Committees that organize within three weeks of an election must file within three business days of forming or of expecting to receive contributions or make expenditures.) File an amended C-1pc form within 10 days of significant changes to the registration information provided. Continuing political committees using Abbreviated Reporting must also file a C-1pc form annually in January.

WHERE TO FILE
Send the original to PDC at the above address. Send a copy to the County Auditor (County Elections Department) of the county in which the committee headquarters is located. If there is no headquarters, send to the County Auditor of the county in which the treasurer resides.

REPORTING OPTIONS

Abbreviated Reporting: May be used by committees that raise and spend no more than $2,000 on their campaign activities. No more than $200 may be accepted from any contributor. A 10th-of-the-month post primary, general or special election C-4 ABB report is required. Continuing committees re-register annually and file a year-end C-4 ABB by January 10 for any year in which they do not participate in an election.

Full Reporting: Required of all committees that do not qualify for Abbreviated Reporting. Frequent, detailed reports of contributions and expenditures are required until the committee is disbanded and the campaign account is closed.

OTHER REPORTS

C-3 (Cash Receipts Report): Used with Full Reporting only.
C-4 (Contribution and Expenditure Report): Used with Full Reporting only.
C-4 ABB (Receipts and Expenditures Summary): Filed by candidates and committees using Abbreviated Reporting.

Special Report E (Earmarked Contributions Report): Filed by committees that receive funds earmarked for use on behalf of a candidate or another political committee.

FAIR CAMPAIGN PRACTICES CODE

This is a voluntary code adopted by PDC to stress the importance of ethical campaign practices. All committee members and supporters are encouraged to follow the Code’s principles.

SURPLUS FUNDS

Funds remaining in committee accounts after the election may only be disposed of in one or more of the following ways: returned to contributors; donated to registered charity; held for future election campaign; given to candidates or other committees; used for political or community activities; or donated to the State General Fund.

For assistance, call or write PDC!
Title 390 WAC: Public Disclosure Commission

WAC 390-16-012 Forms—Registration statement for candidates. The official form for providing the statement of organization by candidates and candidate’s committees, for designating a campaign treasurer and depository and for reporting information required to qualify for mini campaign finance reporting or abbreviated campaign finance reporting is designated "C-1," revised 7/92. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504. Any attachments shall be on 8-1/2" x 11" white paper.
# Campaign Financing Reporting

## Registration:

**C1**

### Candidates/Candidate Committee

- **Candidate's Name (Do not abbreviate, include candidate's full name):**
- **Candidate's Committee Name (Do not abbreviate):**
- **Mailing Address:**
  - **City:**
  - **County:**
  - **Zip + 4:**

### Office

1. **What office are you running for?**
   - **Office:**
   - **District, County or City:**
   - **Position No.:**

2. **Political party (if partisan office):**

3. **Date of general or special election:**

### Reporting Options

4. **How much do you plan to spend during your entire election campaign, including the primary and general elections?**
   - **Based on that estimate, choose one of the reporting options below.**
   - **If no box is checked you are obligated to use Option III, Full Reporting.**
   - **See instruction manuals for information about reports required and changing reporting options.**

   - **Option I: MINI REPORTING**
     - I will limit contributions or expenditures during this campaign to my filing fee of $____ plus no more than $500, including charges for the voters pamphlet. I will accept no more than $200 in the aggregate from any contributor except myself.

   - **Option II: ABBREVIATED REPORTING**
     - I will use the Abbreviated Reporting System. I will raise and spend no more than $2,000 and will accept no more than $200 in the aggregate from any contributor except myself.

   - **Option III: FULL REPORTING**
     - I will use the Full Reporting System. I understand frequent, detailed reports are required.

5. **Treasurer's Name and Address (Candidate may be treasurer).**
   - **List deputy treasurers on attached sheet.**
   - **Daytime Telephone Number:**

6. **Committee's Principal Officers.**
   - **List name, address and title:**

7. **Campaign Bank or Depository**
   - **Branch:**
   - **City:**

8. **Related or Affiliated Political Committees.**
   - **List name, address and relationship:**

9. **Campaign records are to be open for public inspection the last eight days before election.**
   - **Show location and hours below:**
     - **Street Address (Do not use a Post Office Box Number):**
     - **Hours:**

10. **Fair Campaign Practices:**
    - All candidates and committee officials are encouraged to subscribe to the Code of Fair Campaign Practices printed in the Instruction manuals.
    - **I certify that this report is true, complete and correct to the best of my knowledge:**

DISTRIBUTION OF THIS REPORT:

- **ORIGINAL — Public Disclosure Commission**
- **COPY — County Elections Dept. (Auditor)**
- **COPY — Your own records**

---

Please advise us about which forms and instructions you need. Remember, candidates must file a Financial Affairs Statement (F-1) unless a current one is already on file with PDC. Check all boxes which apply:

- I already have financial affairs and campaign disclosure forms and instructions.
- I am using Mini Reporting and, therefore, do not need the other campaign disclosure forms. In addition, I have already filed my Financial Affairs Statement and need no additional F-1 forms.
- I will obtain all forms and instructions from my county elections office.
- I want PDC to mail me:
  - the F-1 instruction booklet (which includes forms)
  - the appropriate campaign disclosure forms and instructions.

See instructions on reverse.
INSTRUCTIONS

Please consult PDC instruction manuals when completing this report. Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE
Candidates who run for state or local office in jurisdictions that had 5,000 or more registered voters as of the last general election or in jurisdictions covering an entire county.

WHEN TO FILE
Within 2 weeks of becoming a candidate (that is, receiving contributions, making expenditures, announcing candidacy, reserving space or filing for office, whichever occurs first). File an amended registration within 10 days of changes affecting accuracy of previously filed C-1. Report is considered filed as of postmark date or date hand-delivered to PDC.

WHERE TO FILE
Send the original to PDC at the above address. Send a copy to County Auditor (County Elections Department) of the county in which the candidate resides.

REPORTING OPTIONS
Option I (MINI): May be used by candidates who raise and spend no more than $500 on their campaigns (including personal funds), in addition to the filing fee amount. Limited to receiving $200 or less from any contributor other than the candidate (who may give the entire $500).

Option II (ABBREVIATED): May be used by candidates who raise and spend no more than $2,000 on their campaigns (including personal funds). Filing fee costs count toward this limit. No more than $200 may be accepted from any contributor other than the candidate.

Option III (FULL): Required of candidates who do not qualify for Mini or Abbreviated Reporting. Frequent, detailed reports of contributions and expenditures are required as long as the campaign account remains open.

OTHER REPORTS
F-1 (Financial Affairs Statement): Filed by candidates within 2 weeks of becoming a candidate, unless a previous F-1 filing has been made in the same calendar year.
C-3 (Cash Receipts Report): Used with Full Reporting only.
C-4 (Contribution and Expenditure Report): Used with Full Reporting only.
C-4 ABB (Receipts and Expenditures Summary): Filed by candidates using Abbreviated Reporting.

FAIR CAMPAIGN PRACTICES CODE
This is a voluntary code adopted by PDC to stress the importance of ethical campaign practices. All candidates and campaign workers are encouraged to follow the Code's principles.

SURPLUS FUNDS
Funds remaining in campaign accounts after the election may only be disposed of in one or more of the following ways: returned to contributors; donated to registered charity; held for future election campaign; given to other candidates or committees; reimbursed to candidates for lost earnings or campaign loans used for political or community activity or for nonreimbursed public office related expenses; or donated to the State General Fund.

For assistance, call or write PDC!
WAC 390-16-031  Forms for statement of contributions deposit. The official form for statement of contributions deposit is designated "C-3," revised 1/90. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.
# CASH RECEIPTS
## MONETARY CONTRIBUTIONS

### C3

<table>
<thead>
<tr>
<th>Candidate or committee name (Do not abbreviate. Use full name.)</th>
<th>Address</th>
<th>City</th>
<th>ZIP code</th>
<th>Office Sought (candidates)</th>
</tr>
</thead>
</table>

### 1. MONETARY CONTRIBUTIONS DEPOSITED IN ACCOUNT

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Please type or print clearly in Ink.</th>
<th>Amount</th>
<th>Total given by this person during campaign or year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a. Anonymous or unidentified</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Candidate's personal funds deposited in the bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Loans, notes, security agreements. Attach Schedule L</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d. Miscellaneous receipts (interest, refunds, auctions, other). Attach explanation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>e. Small contributions $25.00 or less not itemized and number of persons giving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. CONTRIBUTION OVER $25.00

<table>
<thead>
<tr>
<th>Date received</th>
<th>Contributor's Name</th>
<th>Address</th>
<th>City</th>
<th>Amount</th>
<th>Total given by this person during campaign or year</th>
</tr>
</thead>
</table>

### 3. TOTAL FUNDS RECEIVED AND DEPOSITED OR CREDITED TO ACCOUNT

Sum of parts 1 and 2 above. Enter this amount in line 1, Schedule A to C4.

This report includes contributions deposited on (date) in (name of bank).

I certify that this report is true and complete to the best of my knowledge.

Treasurer’s Signature: ____________________________

Date: ____________________________

Check here if additional pages are attached

Sub-total: ____________________________

Amount from attached pages: ____________________________

SEE INSTRUCTIONS ON REVERSE
WAC 390-16-032 Forms—Auction report. The official form for reporting items donated and sold at auctions, as required by RCW 42.17.090 (1)(b), is designated "Attachment Au," revised 8/92. This attachment shall accompany each C-3 which reports the receipt of funds from an auction. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504.
# AUCTION REPORT

Use this form as an attachment to C3 to report items donated and sold at auctions. Please see the reverse for an example of a report.

<table>
<thead>
<tr>
<th>Item No. description</th>
<th>Name and address</th>
<th>Fair market value</th>
<th>Sale price</th>
<th>Amount over fair market value</th>
<th>Total given by this person during campaign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributor</td>
<td></td>
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<tr>
<td>Buyer</td>
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<td>Contributor</td>
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</tbody>
</table>

Cash receipts, this page
(Total, sale price column)

Total from attached pages

Total cash receipts
(Put this amount in part 1d of C3 report)

I certify that the information herein is true, correct and complete to the best of my knowledge.
Treasurer's signature
Date

See instructions on reverse
Instructions

Use this form as an attachment to your C3 (Cash Receipts and Bank Deposits).

Item No. description: As each item to be auctioned is received, assign it a number and a brief description.

Contributor: The person or organization which donates an article to be auctioned. If your committee purchases items for auction, state "purchased by committee" under contributor's name.

Buyer: The person who buys the item being auctioned.

Fair market value: The retail value of the article. If the retail value cannot be estimated or found, state "unknown."

Sale price: The amount the buyer paid for the item.

Amount over fair market value: The amount the sale price exceeds fair market value. If sale price is less than fair market value, leave blank.

Total given by this person during campaign:

Contributor—Fair market value of the item (substitute sale price, if lower) plus all previous contributions made to the candidate or committee.

Buyer—Amount over fair market value plus all previous contributions made to candidate or committee.

Cash payments: A payment of more than $50.00 may not be accepted unless a receipt, signed by the buyer and the candidate, treasurer or deputy treasurer is prepared and made part of the committee's financial records.

---

<table>
<thead>
<tr>
<th>Item No. description</th>
<th>Name and address</th>
<th>Fair market value</th>
<th>Sale price</th>
<th>Amount over fair market value</th>
<th>Total given by this person during campaign</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO. 1 USE BEACH CABIN</td>
<td>JOHN DOE 200 &quot;A&quot; STREET, SEATTLE 98101</td>
<td>$100</td>
<td></td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td>Buyer MARY SMITH 400 &quot;B&quot; STREET, TACOMA 98402</td>
<td></td>
<td>$125</td>
<td>$25</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>NO. 2 DINNER FOR 4</td>
<td>SAM BROWN 123 MILITARY ROAD, ANYTOWN 99101</td>
<td>$80</td>
<td></td>
<td></td>
<td>$80</td>
</tr>
<tr>
<td>Buyer TOM MIX RT. 2, BOX 1, SADDLE MT. 98900</td>
<td></td>
<td></td>
<td></td>
<td>$60</td>
<td></td>
</tr>
<tr>
<td>NO. 3 BOAT CRUISE</td>
<td>CAPT. MOBY DICK 401 WATERFRONT, POULSBO 98701</td>
<td>$75</td>
<td></td>
<td></td>
<td>$75</td>
</tr>
<tr>
<td>Buyer MERRI RYDER 204 E. LAND, MYBURG 99100</td>
<td></td>
<td></td>
<td></td>
<td>$90 $15 $15</td>
<td></td>
</tr>
</tbody>
</table>

Cash receipts, this page (Total, sale price column) $275.00

Total from attached pages 0

Total cash receipts (Put this amount in part 1d of C3 report) $275.00

(1992 Ed.) [Title 390 WAC—p 21]
WAC 390-16-033 Earmarked contributions—Reporting—Form. The official form for reporting the details surrounding an earmarked contribution, as required by RCW 42.17.125, is designated "Special Report E," revised 1/90. This report shall be filed within two working days of receiving a contribution earmarked for another candidate or committee. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504.
<table>
<thead>
<tr>
<th>1. Name of committee filing this report</th>
<th>(Candidate or committee which received a contribution earmarked for another.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>County</td>
</tr>
<tr>
<td>2. Original source of earmarked contribution</td>
<td>Name</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>3. Contribution Data</td>
<td>Amount/Value</td>
</tr>
<tr>
<td>4. Name of candidate or committee to be benefited</td>
<td>Address</td>
</tr>
<tr>
<td>City</td>
<td>County</td>
</tr>
<tr>
<td>5. Certification: I certify that the information contained herein is true, complete and correct to the best of my knowledge.</td>
<td>Treasurer's signature</td>
</tr>
</tbody>
</table>

INSTRUCTIONS:

The purpose of this report is to highlight receipt of an earmarked contribution. (That is, a contribution given to one candidate or political committee with the understanding, intent or instruction that it be used to benefit another candidate or committee.) This report is filed in addition to any other required reporting of the transaction.

A separate "Special Report E" is filed for each earmarked contribution received by any candidate or political committee.

File this report within two working days of receiving the earmarked contribution. Mail or deliver the original to PDC.

Send a copy to the benefiting candidate or committees, also within two working days.

NOTE: Candidates or committees for whom the earmarked contribution is ultimately intended report the contribution when they actually receive it. Such candidates and committees will use form C-3 or Schedule B to the C-4 to show receipt of the contribution. See PDC instruction manual for examples and more information.
390-16-037  Purpose of campaign expenditures—Reporting. Any person required to report the "purpose" of an expenditure under RCW 42.17.090 (1)(f) and (k)(viii), or 42.17.100 (1)(e)(ii) shall (1) specifically identify any candidate(s) or ballot proposition(s) that are supported or opposed by the expenditure unless such candidate(s) or ballot proposition(s) have been previously identified in a statement of organization of the person required to be filed under RCW 42.17.040 (2)(f) and (g), and (2) Whenever an expenditure is made to a candidate or a political committee pursuant to an agreement or understanding of any kind regarding how the recipient will use the expenditure, specifically describe that agreement or understanding, and (3) Specifically describe the goods and/or services to be provided by the recipient of the expenditure.

390-16-038  Definition—Aggregate. The term "aggregate" for the purpose of these campaign financing rules means (1) a total of all contributions received or expenditures made by a candidate or committee together with all contributions received or all expenditures made by all political committees formed by or with the knowledge or consent of such candidate or committee in connection with such campaign, and (2) the total of all contributions from a person.

390-16-039  Total contributions and expenditures—Reporting. (1) A continuing political committee which is not organized to support or oppose a particular candidate or ballot proposition shall report total contributions and expenditures based on a calendar year, or upon the basis of a fiscal year if the Commission expressly authorizes this method. The report filed by such a continuing political committee covering January (or the first month thereafter for which a report would be required by RCW 42.17.065 and 42.17.080) shall contain in summary the following items remaining at the end of the year: (a) Funds on hand; (b) The total of outstanding pledges; (c) Unpaid loans and outstanding obligations; (d) Pledges given to others but not yet paid. (2) Each candidate, each political committee and each continuing political committee organized to support or oppose a particular candidate or ballot proposition shall report total contributions and expenditures for the period beginning at the time the person becomes a candidate or when the committee is organized, whichever is earlier, and ending when the candidacy or committee is terminated. (3) This rule shall not require a report unless such report would otherwise be required by chapter 42.17 RCW.
**SUMMARY, FULL REPORT**

**RECEIPTS AND EXPENDITURE**

| Candidate or committee name (Do not abbreviate. Include full name.) |  |
| City | County | Zip |

<table>
<thead>
<tr>
<th>Report Period Covered</th>
<th>From: (last C-4)</th>
<th>To: (end of period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIPTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Previous total cash and in kind contributions (From line 8, last C-4) (if beginning a new campaign or calendar year, see instruction booklet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Cash received (From line 2, Schedule A)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. In kind contributions received (From line 1, Schedule B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Total cash and in kind contributions received this period (Line 2 plus 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Loan principal repayments made (From line 2, Schedule L)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Corrections (From line 1 or 3, Schedule C)</td>
<td>Show + or (-)</td>
<td></td>
</tr>
<tr>
<td>7. Net adjustments this period (Combine lines 5 &amp; 6)</td>
<td>Show + or (-)</td>
<td></td>
</tr>
<tr>
<td>8. Total cash and in kind contributions during campaign (Combine lines 1, 4 &amp; 7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Total pledge payments due (From line 2, Schedule B)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Previous total cash and in kind expenditures (From line 17, last C-4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Total cash expenditures (From line 4, Schedule A or line 5 Schedule A-s/1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. In kind expenditures (goods &amp; services) (From line 1, Schedule B)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Total cash and in kind expenditures made this period (Line 11 plus line 12)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Loan principal repayments made (From line 2, Schedule L)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Corrections (From line 2 or 3, Schedule C)</td>
<td>Show + or (-)</td>
<td></td>
</tr>
<tr>
<td>16. Net adjustments this period (Combine lines 14 &amp; 15)</td>
<td>Show + or (-)</td>
<td></td>
</tr>
<tr>
<td>17. Total cash and in kind expenditures during campaign (Combine lines 10, 13 and 16)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CANDIDATES</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Please complete:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Won</td>
<td>Lost</td>
<td>Unopposed</td>
</tr>
<tr>
<td>General election</td>
<td></td>
<td>Name not on ballot</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASH SUMMARY</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>18. Cash on hand (Line 8 minus line 17)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Line 18 should equal your checkbook balance.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. Liabilities: (Sum of loans and debts owed)</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Balance (Surplus or deficit) (Line 18 minus line 19)</td>
<td></td>
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</tr>
</tbody>
</table>

**CERTIFICATION:** I certify that the information herein and on accompanying schedules and attachments is true to the best of my knowledge.

<table>
<thead>
<tr>
<th>Candidate's Signature</th>
<th>Date</th>
<th>Treasurer's Signature (of a political committee)</th>
<th>Date</th>
</tr>
</thead>
</table>

See Instructions on reverse

(1992 Ed.) [Title 390 WAC—p 25]
INSTRUCTIONS
Please consult PDC instruction manuals when completing this report.
Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE
Each candidate and political committee using Full Reporting.

FILING DATES
1) **File with C-1** (Registration) if you received contributions or made expenditures before registering.

2) **File on the 10th of each month** if contributions or expenditures were over $200 since last C-4 was filed. (Note: These 10th-of-the-month reports are not required if another C-4 must be filed during that month. See #3 below.)

3) For each primary, general and special election in which the candidate or political committee makes an expenditure, file

- 21 days prior to the election
- 7 days prior to the election
- 10th of the first month after the election*

(*Not required after primary from candidates who will be in the general election or from continuing political committees.)

4) **File final report** when campaign is finished or committee closes operation. Often, this coincides with the primary or general post-election, 10th-of-the-month report.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

SCHEDULES AND ATTACHMENTS
State executive and legislative candidates will file Schedules A-s/I, B-s/I, C and L, as appropriate, along with the C-4. (The C-4x form has been eliminated.)

Judicial and local office candidates and all political committees will file Schedules A, B, C and L, as appropriate, along with their C-4 reports.

All candidates and committees must attach any C-3 reports that were due but not filed.

WHERE TO SEND REPORTS
Send original C-4 reports along with any attachments to PDC at the above address. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

OTHER REPORTS
C-3 (Cash Receipts Report): Used with Full Reporting only.

C-4 (Contribution and Expenditure Report): Used with Full Reporting only.

C-4 ABB (Receipts and Expenditures Summary): Filed by candidates using Abbreviated Reporting.

Special Report E (Earmarked Contributions Report): Filed by committees that receive funds earmarked for use on behalf of another candidate or committee.

For assistance, call or write PDC!
# Campaign Financing Reporting

**CASH RECEIPTS AND EXPENDITURES**

Candidate or committee name (Do not abbreviate, use full name)

<table>
<thead>
<tr>
<th>Date of deposit</th>
<th>Amount</th>
<th>Date of deposit</th>
<th>Amount</th>
<th>Date of deposit</th>
<th>Amount</th>
<th>Total deposits</th>
</tr>
</thead>
</table>

2. TOTAL CASH RECEIPTS

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
</table>

3. CASH EXPENDITURES. List all expenses since last C-4 report was filed.

a. Total expenditures each $50 or less not itemized below (including petty cash) ...

b. Payments and reimbursement to candidate or committee officials. Attach a sheet listing each payment, the person paid, the original vendor and the purpose of the expenditure. Attach a copy of each receipt or invoice.

### EXPENDITURES OVER $50.00, ITEMIZE EACH BELOW.

<table>
<thead>
<tr>
<th>Date paid</th>
<th>Name and address of recipient or vendor paid</th>
<th>Purpose of expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Check here ☐ if continued on attached sheet

Total from attached pages

4. TOTAL CASH EXPENDITURES

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
</table>

PDC form C4A (rev. 1/90) - 1429.
### IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBTS, OBLIGATIONS

Candidate or committee name (Do not abbreviate. Use full name)

1. **IN KIND CONTRIBUTIONS RECEIVED** (goods, services, discounts, etc.)
   - **Date received**
   - **Contributor's name and address**
   - **Description of contribution**
   - **Fair market value**
   - **Total given by this person during campaign or year**

   **TOTAL**

   (Enter also on line 3 and line 12 of C4)

2. **PLEDGES RECEIVED BUT NOT YET PAID.** List each pledge of $100.00 or more.
   - **Date you were notified of pledge**
   - **Name and address of person making pledge (including organizations)**
   - **Amount**
   - **Total given by this person during campaign or year**

   **TOTAL** (Include new pledges above and all other outstanding pledges.)

   (Enter also on line 9 of C4)

3. **ORDERS PLACED, DEBTS, OBLIGATIONS, ESTIMATED EXPENDITURES** (Excluding loans. Report loans on Schedule L.)
   - a. List each debt, obligation or estimated expenditure which is more than $250.00.
   - b. List each debt, obligation or estimated expenditure which is more than $50.00 and has been outstanding for over 30 days.

   - **Expenditure date**
   - **Vendor's/Recipient's name and address**
   - **Amount owed**
   - **Purpose of expenditure**

   **TOTAL**

   (Include in line 19 of C4)

---

PDC form C4B (rev. 1/90) -1990-

[Title 390 WAC—p 28] (1992 Ed.)
## Campaign Financing Reporting

### CORRECTIONS

**Candidate or committee name (Do not abbreviate. Use full name.)**

<table>
<thead>
<tr>
<th>Date of report</th>
<th>Contributor's name or description of correction</th>
<th>Amount reported</th>
<th>Corrected amount</th>
<th>Difference (+ or -)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total corrections to contributions
Enter on line 6 of C4. Show + or (-).

### EXPENDITURES (Include mathematical corrections.)

<table>
<thead>
<tr>
<th>Date of report</th>
<th>Vendor's name or description of correction</th>
<th>Amount reported</th>
<th>Corrected amount</th>
<th>Difference (+ or -)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total corrections to expenditures
Enter on line 15 of C4. Show + or (-).

### REFUNDS. The below listed amounts have been received as refunds on expenditures previously reported. The refund has been deposited and reported on C3 report, line 10.

<table>
<thead>
<tr>
<th>Date of refund</th>
<th>Source/person making refund</th>
<th>Amount of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total refunds
Enter as (-) on line 6 & line 15 of C4.

---

(1992 Ed.)

[Title 390 WAC—p 29]
# LOANS

See instructions and examples on reverse

<table>
<thead>
<tr>
<th>Candidate or committee name</th>
</tr>
</thead>
</table>

**1. LOAN RECEIVED.**

<table>
<thead>
<tr>
<th>Date loaned</th>
<th>Lender's name and address</th>
<th>Amount of loan</th>
<th>Annual interest rate</th>
<th>Repayment schedule</th>
<th>Date due</th>
</tr>
</thead>
</table>

Also include this amount on line 10, C3 report

Name and address of each endorser, co-signer, guarantor or other person liable for the loan:

**2. LOAN PAYMENTS.**

<table>
<thead>
<tr>
<th>Date paid</th>
<th>Lender's name and address</th>
<th>Principal paid</th>
<th>Interest paid</th>
<th>Total payment</th>
<th>Balance owed</th>
</tr>
</thead>
</table>

Total Principal Paid $\rightarrow$

Total Payments $\rightarrow$

(Enter as an expenditure on Schedule A)

**3. LOAN FORGIVEN.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Lender's name and address</th>
<th>Original amount</th>
<th>Principal repaid</th>
<th>Amount forgiven</th>
<th>Balance owed</th>
</tr>
</thead>
</table>

**4. LOANS STILL OWED.** List each loan which has previously been reported and still has a balance due.

<table>
<thead>
<tr>
<th>Loan date</th>
<th>Lender's name and address</th>
<th>Original amount</th>
<th>Principal repaid or forgiven</th>
<th>Amount owed</th>
</tr>
</thead>
</table>

Subtotal

New loans received during this reporting period

\[ □ \text{Check here if continued on attached sheet.} \]

Total Loans Owed

(Include in total on line 19, C-4 report)

---

[Title 390 WAC—p 30] (1992 Ed.)
INSTRUCTIONS

Please consult PDC instruction manuals when completing this schedule. Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE

Each candidate and political committee using full reporting that receives one or more campaign loans.

FILING DATES

When a loan is received by the campaign, complete Part 1 and file the Schedule L with the C-3 report that corresponds with the loan’s deposit into the account. Use a separate schedule for each loan received.

When a loan is paid or forgiven, in whole or in part, complete Part 2 and/or Part 3 and file the Schedule L with the C-4 covering the period when the payment or forgiveness occurred.

When one or more loans remain unpaid, complete Part 4 and file the schedule with each C-4 report until all loans are paid or forgiven. (The same schedule may be used to show loan payments, forgiveness information and to show which loans remain unpaid.)

<table>
<thead>
<tr>
<th>LOAN RECEIVED</th>
<th>SCHEDULE TO C3 OR C4</th>
<th>LOANS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information would appear on separate Schedule L</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| LOAN PAYMENTS | | |
|----------------| | |
| Commercial loan to the candidate from Washington State Bank. Loan co-signed by Sam P. Smith, 145 Boulevard Drive, Podunk, WA. Each guaranteed $2,000 of the loan. | | |

| LOAN FORGIVEN | | |
|----------------| | |

| LOANS STILL OWED | | |
|------------------| | |

(1992 Ed.)

[Title 390 WAC—p 31]
# CASH RECEIPTS AND EXPENDITURES

## STATE EXECUTIVE AND LEGISLATIVE CANDIDATES

### SCHEDULE A-S/L

#### Candidate or Committee Name (Do not abbreviate. Use full name)

### 1. CASH RECEIPTS (Contributions) which have been reported on C3. List each deposit since last C4 report was submitted.

<table>
<thead>
<tr>
<th>Date of Deposit</th>
<th>Amount</th>
<th>Date of Deposit</th>
<th>Amount</th>
<th>Date of Deposit</th>
<th>Amount</th>
<th>Total deposits</th>
</tr>
</thead>
</table>

### 2. TOTAL CASH RECEIPTS

CODES FOR CLASSIFYING EXPENDITURES: If one of the following codes is used to describe an expenditure, no other description is generally needed. The exceptions are: 1) if expenditures are in-kind or earmarked contributions to another candidate or committee or *independent expenditures* that benefit another candidate or committee, identify that candidate or committee in the Description block; and 2) when reporting payments to vendors for travel expenses, identify the traveller in the Description block.

#### CODE DEFINITIONS ON REVERSE

- **C** - Contributions (monetary, in-kind & transfers)
- **L** - Literature, Brochures, Printing
- **B** - Broadcast Advertising (Radio, TV)
- **N** - Newspaper and Periodical Advertising
- **O** - Other Advertising (yard signs, buttons, etc.)
- **P** - Postage, Mailing Permits
- **F** - Fundraising Event Expenses
- **T** - Travel, Accommodations, Meals
- **W** - Wages, Salaries, Benefits
- **G** - General Operation and Overhead

### 3. EXPENDITURES

- a) Expenditures of **$50 or Less**, including those from petty cash, need not be itemized. Add up these expenditures by category (Own Campaign, Contributions to Others, etc.), and show the categorical subtotals in the appropriate column on the first line below.
- b) Itemize each expenditure of **more than $50** by date paid, name and address of vendor, code/description, and amount. Put the amount in the appropriate expense category column.
- c) For each payment to a candidate, campaign worker, PR firm, advertising agency or credit card company, attach a list of expenses or copies of receipts/invoices supporting the payment.

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Vendor or Recipient (Name and Address)</th>
<th>Code</th>
<th>Purpose of Expense and/or Description</th>
<th>Own Campaign</th>
<th>Contribution to Others</th>
<th>Public Office</th>
<th>Non-Campaign Misc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Expenses of $50 or Less</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. TOTALS BY EXPENSE CATEGORY

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>3</td>
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</table>

### 5. TOTAL CASH EXPENDITURES

#### CODE DEFINITIONS ON REVERSE

PDC Form C-4, Sch. A-S/L (Rev. 10/91) – 1

(1992 Ed.)
EXPENDITURE CODE DEFINITIONS AND USES

"C" MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS (including transfers) your campaign makes to other candidates and committees. Put a "C" in the Code column, in the Description column, specify who was benefited and, if in-kind, what was purchased, and put the amount in "Contribution to Others."

"I" INDEPENDENT EXPENDITURES (those expenditures that benefit other candidates or committees but are made independently of them). Put an "I" in the Code column, fully describe purpose and put the amount in "Contribution to Others."

"L" LITERATURE. Use "L" for expenditures made for the preparation and production of campaign literature and printed solicitations, including expenditures for mailing lists, design, photography, copy, layout, printing and reproduction. Use "P" for literature mailing costs.

"B" BROADCAST ADVERTISING. Use "B" for expenditures associated with the production and purchase of radio and television advertising.

"N" NEWSPAPER & PERIODICAL ADVERTISING. Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.

"O" OTHER ADVERTISING. Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.

"P" POSTAGE. Use "P" for expenditures for stamps, postage, United Parcel Service, Federal Express and direct mail services (postage only). Use "L" for design and other production costs associated with producing campaign literature.

"F" FUNDRAISING EVENTS. Use "F" for expenditures associated with holding a fundraiser, including payments to restaurants, hotels, caterers, other food and refreshment vendors, entertainers and speakers. Use "L" for expenditures for printed matter produced in connection with fundraising events.

"S" SURVEYS AND POLLS. Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.

"T" TRAVEL, ACCOMMODATIONS, MEALS. Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Sch. A-1.

"M" MANAGEMENT AND CONSULTING SERVICES. Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).

"W" WAGES, SALARIES, BENEFITS. Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.

"G" GENERAL OPERATION AND OVERHEAD. Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture. (Note: these are campaign-related expenses, not costs associated with holding public office.)
**ABBREVIATED REPORT**

**RECEIPTS AND EXPENDITURES**

Candidate or Committee Name (Do not abbreviate. Include full name)

Making Address

City

County Zip + 4

1. PERIOD COVERED BY REPORT: From: ___________________________ To: ___________________________

   a. Candidates: Start of campaign through the end of the month in which the election occurred.

   b. Ballot Measure Committees: Start of campaign through the end of the month in which the election occurred.

   c. Continuing Committees filing post-election report: January 1 through end of the month in which election occurred.

   d. Continuing Committees filing annual report: Calendar year (January 1 through December 31).

2. RECEIPTS

   a. Cash on hand from previous campaign or year
      (Include money in checking, savings and other accounts)

   b. Cash contributions received this campaign or year
      (Include monetary contributions, loans, fund raising
      and cash contributions by a candidate)

   c. Total cash receipts (Add lines 2a + 2b)

   d. Other contributions, including in-kind
      (Include candidate's and committee workers’ out of pocket expenditures, donated goods and services,
      filing fees paid by others and similar non-cash contributions)

   e. Total contributions (Add lines 2c + 2d)

3. EXPENSES

   a. Cash expenditures

   b. Other expenditures

   c. Total expenditures (Add lines 3a + 3b)

4. SURPLUS/DEFICIT

   a. Cash on hand at end of reporting period (Subtract: line 3a from 2c)

   b. Debts and obligations owed

   c. Surplus or deficit

CANDIDATES

Please complete: Primary election General election

Won Lost Unopposed Name not on ballot

CERTIFICATION: I certify that this report is true and correct to the best of my knowledge.

Candidate’s signature Date

Treasurer’s signature (if a political committee) Date

See Instructions on reverse

[Title 390 WAC—p 34]
INSTRUCTIONS

Please consult PDC instruction manuals when completing this report. Reporting requirements are contained in and governed by chapters 42.17 RCW and 390-16 WAC.

WHO MUST FILE 
Each candidate and political committee using Abbreviated Reporting.

FILING DATES
1) Special election candidates and political committees supporting or opposing special election candidates or ballot issues file on the 10th of the month following the election.

2) Candidates who lose in the primary and political committees supporting or opposing primary election ballot issues file on October 10.

3) Candidates who are in the general election and political committees making expenditures supporting or opposing general election candidates or ballot measures file on December 10.

4) Continuing political committees not taking part in elections during a year file annual reports on January 10 cover the preceding calendar year.

5) A final report is filed whenever a candidate's committee or a political committee ceases operation, disposes of any surplus campaign funds and has a zero account balance. Final reports may be filed at any time and may coincide with one of the due dates listed above.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

WHERE TO FILE
Send original C-4 ABB report to PDC at the above address. Candidates send a duplicate copy to their County Auditor (County Elections Department). Political committees send a copy to County Auditor of the county in which their headquarters is located or, if no headquarters, the county in which their treasurer resides.

For assistance, call or write PDC!
## IN KIND CONTRIBUTIONS, PLEDGES, ORDERS, DEBTS, OBLIGATIONS

**Candidate or Committee Name (Do not abbreviate. Use full name)**

1. **IN KIND CONTRIBUTIONS RECEIVED (goods, services, discounts, etc.)**
   - **Date Received**
   - **Contributor's Name and Address**
   - **Description of Contribution**
   - **Fair Market Value**
   - **Total given by this person during campaign or year**

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Contributor's Name and Address</th>
<th>Description of Contribution</th>
<th>Fair Market Value</th>
<th>Total given by this person during campaign or year</th>
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**TOTAL**

(Enter also on lines 3 and 12 of C4)

2. **PLEDGES RECEIVED BUT NOT YET PAID. List each pledge of $100.00 or more.**
   - **Date Notified of Pledge**
   - **Name and Address of Person Making Pledge (including organizations)**
   - **Amount**
   - **Total given by this person during campaign or year**

<table>
<thead>
<tr>
<th>Date Notified of Pledge</th>
<th>Name and Address of Person Making Pledge (including organizations)</th>
<th>Amount</th>
<th>Total given by this person during campaign or year</th>
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**TOTAL**

(Enter also on line 6 of C4)

3. **ORDERS PLACED, DEBTS, OBLIGATIONS, ESTIMATED EXPENDITURES (Excluding loans, Report loans on Schedule L.)**
   
   a. List each debt, obligation or estimated expenditure which is more than $250.00.
   b. List each debt, obligation or estimated expenditure which is more than $50.00 and has been outstanding for over 30 days.

<table>
<thead>
<tr>
<th>Expenditure Date</th>
<th>Vendor/Recipient's Name and Address</th>
<th>Amount Owed</th>
<th>Code OR</th>
<th>Description of Obligation</th>
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</tbody>
</table>

**TOTAL**

(Include in line 19 of C4)

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*Code Definitions on Reverse*
EXPENDITURE CODE DEFINITIONS AND USES

"C" MONETARY, IN-KIND AND EARMARKED CONTRIBUTIONS (including transfers) your campaign makes to other candidates and committees. Put a "C" in the Code column, in the Description column, specify who was benefited and, if in-kind, what was purchased, and put the amount in "Contribution to Others."

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"B" BROADCAST ADVERTISING. Use "B" for expenditures associated with the production and purchase of radio and television advertising.

"N" NEWSPAPER & PERIODICAL ADVERTISING. Use "N" for expenditures associated with the production and purchase of advertising in newspapers, periodicals and other publications.

"O" OTHER ADVERTISING. Use "O" for expenditures associated with the production and purchase of advertising on billboards, yard signs and campaign paraphernalia such as buttons, bumper stickers, T-shirts, etc.

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"S" SURVEYS AND POLLS. Use "S" for expenditures associated with designing or producing polls, reports on election trends, voter surveys, telemarketing, telephone banks, GOTV drives, etc.

"T" TRAVEL, ACCOMMODATIONS, MEALS. Use "T" for expenditures associated with travel. If vendor has been paid directly, identify the traveller in Description column. If travel payment was made to credit card company or traveller (for out-of-pocket expenses), itemize expenses on separate sheet and attach to Sch. A-s.

"M" MANAGEMENT AND CONSULTING SERVICES. Use "M" for salaries, fees and commissions paid to campaign management companies and contract consultants, including law firms, whether the person is retained or formally employed by the campaign (for tax withholding purposes).

"W" WAGES, SALARIES, BENEFITS. Use "W" for expenditures associated with hiring campaign employees and other freelance workers who provide miscellaneous services other than campaign management or consulting.

"G" GENERAL OPERATION AND OVERHEAD. Use "G" for general campaign operating expenses and overhead, including filing fees, miscellaneous campaign expenses, headquarters rental, utilities, and purchase or rental of office equipment and furniture. (Note: these are campaign-related expenses, not costs associated with holding public office.)
390-16-042 Contingent liabilities—Reporting.
A contractual contingent liability (e.g., an additional fee to be paid to a political consultant or other person whose services are used by a candidate who wins the election) is reportable as a debt or obligation on Form C-4, Schedule B, from the time the contract is entered into until the liability is voided, paid or otherwise satisfied.

[Statutory Authority: RCW 42.17.370. 89-20-068, § 390-16-042, filed 10/4/89, effective 11/4/89.]

WAC 390-16-050 Forms for contributions and expenditures of political committees not domiciled in Washington state. The official form for the report of contributions and expenditures of political committees not domiciled in Washington state or otherwise not required to report is designated "C-5," revised 1/90. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8 1/2" x 11" white paper.
### OUT OF STATE OR FEDERAL COMMITTEE CONTRIBUTION TO WASHINGTON CANDIDATES OR COMMITTEES

1. Name and address of committee making contribution

2. Check appropriate box
   - [ ] This is the first report submitted during ____________
   - [ ] This shows new expenditures, contributions or information changed from reports submitted previously this calendar year.

3. Explain briefly the purpose or affiliation of the committee. (e.g., A PAC of employees of XYZ Trade Assn., or the candidates committee of US Senator John Doe, or a PAC of members of the United Worker's Union.)

4. Officers or responsible leaders of committee
   - Name and address
   - Title

5. Candidate contributions: List each Washington candidate for state or local office to whom you have made a contribution of more than $50.00

<table>
<thead>
<tr>
<th>Candidate's name</th>
<th>Office sought</th>
<th>Political party</th>
<th>Date</th>
<th>Amount given</th>
</tr>
</thead>
</table>

6. Ballot measure committee contributions: List each Washington committee supporting or opposing a ballot measure to whom you have made a contribution of more than $50.00.

<table>
<thead>
<tr>
<th>Committee name and address</th>
<th>Ballot number</th>
<th>For or against?</th>
<th>Date</th>
<th>Amount given</th>
</tr>
</thead>
</table>

7. Other contributions and expenditures: List each other contribution or expenditure of more than $50.00 made to or on behalf of any Washington state or local candidate, ballot measure or political committee.

<table>
<thead>
<tr>
<th>Recipient's name and address</th>
<th>Purpose</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
</table>

8. [ ] If continued on attached sheet

**CAUTION:** Failure to report transactions within ten days will cause the funds to forfeit to the state.

**Continue on reverse**
Contributions received from Washington residents:

List all contributions of more than $25.00 in aggregate to this out of state, federal or other committee during the current calendar year from Washington residents or corporations with a place of business in Washington.

<table>
<thead>
<tr>
<th>Name and address</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
</table>

Check here □ if continued on attached sheet

10. CERTIFICATION: I certify the information contained in this report is true and correct to the best of my knowledge.

INSTRUCTIONS

(Statutory reference: RCW 42.17.090 (10)(c)

WHO MUST REPORT

A political committee not domiciled in the State of Washington, a federal committee or other committee not required to register under Washington law, which has made contributions to a state or local candidate or political committee in Washington state.

WHEN TO REPORT

Within 10 days after making each contribution.

Note: Subsequent reports may be by letter updating or amending information previously reported.

SEND REPORT TO

Public Disclosure Commission
403 Evergreen Plaza, FJ-42
Olympia, WA 98504-3342

VIOLATIONS AND PENALTIES

It is a violation of law for any person to make, or for any candidate or political committee to accept from any one person, contributions in the aggregate exceeding $50,000 for any campaign for state-wide office or $5,000 for any other campaign within 21 days of a general election.

Failure to report contributions and file the information required by this report within 10 days after the Washington candidate or committee receives the funds will cause the funds to be forfeited to the state.

FOR ADDITIONAL INFORMATION

Contact the Public Disclosure Commission at (206) 753-1111.
WAC 390-16-055 Filing reports for nonreporting committees. (1) Each candidate or political committee receiving funds from a nonreporting committee as described in RCW 42.17.090 (1)(k), shall determine whether such committee has complied with that subsection. If the nonreporting committee has not filed the required report the funds shall not be forfeited or reportable as having been received if they are returned to the nonreporting committee within three business days after receipt. Any retention or other action taken with such funds, if there is not a complete and timely report on file, shall result in the forfeiture of such funds to the state of Washington and shall be deemed a violation of chapter 42.17 RCW.

(2) Any subsequent report by a nonreporting committee of its contributions which is required by RCW 42.17.090 (1)(k) during the same calendar year may update its initial report by letter showing, in addition to its name and address, only reportable information which is new or changed since its last report.

WAC 390-16-060 Forms for report of independent expenditures. The official form for reports of independent expenditures as required by RCW 42.17.100 is designated "C-6," revised 1/90. Copies of this form [are available] [may be obtained] at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8 1/2" x 11" white paper.
INDEPENDENT CAMPAIGN EXPENDITURES
$100.00 OR MORE

<table>
<thead>
<tr>
<th>Date</th>
<th>Name and address of vendor or recipient</th>
<th>Description of expenditure (ignoring, services, or rights purchased or furnished)</th>
<th>Amount or value ($ see below)</th>
</tr>
</thead>
</table>

Expenditures $50 or less not listed above

Total this report period

\$ ______________

INSTRUCTIONS

WHO MUST REPORT:

Proprietor who makes expenditure aggregating $100 or more during any election campaign in support of or in opposition to a candidate or ballot proposition if not made directly in or in coordination with the candidate or political committee.

WHEN TO REPORT: When aggregate amount reaches:

- less than $100

\$ 100 or more for value cannot be estimated

- within 4 days

- 10 days prior to election

- within 60 days prior to election

WHERE TO REPORT:

Copy # 1—Public Disclosure Commission, 400 Evergreen Plaza—FJ-42

Olympia, WA 98544

Copy # 2—County Election Officer of candidate, for ballot propositions with County Election Officer of person filing this report.

INSTRUCTIONS

AMOUNT OR VALUE

If no reasonable estimate can be made of value, describe activity, services, property or right furnished precisely and attach copy of item produced or distributed.

CERTIFICATION: I hereby certify that the above is true, complete and correct to the best of my knowledge.

Signature of person making expenditures

NAME

DATE

(1992 Ed.)
(1) The candidate or political committee must, throughout the ensuing election campaign, keep current records in sufficient detail to allow the candidate or political committee to make reports otherwise required by RCW 42.17.040 through 42.17.090 in the event that the filing of such reports becomes necessary as a result of exceeding the contribution and expenditure limitation, pursuant to subsequent permission of the commission.

(2) The candidate or political committee treasurer shall, during the eight days immediately preceding the date of the election, maintain records of contributions and expenditures current within one business day. These records shall be open for public inspection during the hours designated on the registration statement at the principal campaign headquarters or, if there is no campaign headquarters, at the address of the campaign treasurer or such other place as may be authorized by the commission.

(4) The records of contributions and expenditures shall be open to audit or examination by representatives of the public disclosure commission at any time upon request from the commission.

WAC 390-16-111 Abbreviated campaign reporting—Special fund raising events. The term "any person" as used in WAC 390-16-105 does not mean a fund raising activity conducted pursuant to RCW 42.17.067. Candidates and committees using abbreviated reporting as provided in chapter 390-16 WAC shall not be limited to receiving two hundred dollars from a fund raising event provided that the payments from any person do not exceed two hundred dollars from all fund raising events conducted during a campaign or calendar year.

WAC 390-16-115 Abbreviated campaign reporting—Conditions for granting use. The exemptions allowed in WAC 390-16-105 shall be granted to a candidate or political committee only upon compliance with the following conditions.

(1) The candidate or political committee must, within fourteen days of the time of organization, or of receipt of contributions or the making of expenditures, or of reservation of space or facilities with intent to promote or oppose a candidacy for office or with intent to promote or oppose a ballot proposition, whichever comes first, file the C-1 or C-1pc registration statement with the commission and the county elections office. The statement shall declare that the candidate or political committee will not exceed the expenditure limits set out in WAC 390-16-105.

(1992 Ed.)
WAC 390-16-121 Last minute committees. For purposes of compliance with WAC 390-16-115 and 390-16-120, a political committee organized within the last three weeks before an election and having the expectation of receiving contributions or making expenditures during and for that election, shall file the registration statement within three business days after its organization or when it first has the expectation of receiving contributions or making expenditures in the election campaign.

[WAC 390-16-121. Abbreviated campaign reporting—Exceeding limitations. Whenever there is reason to believe that any of the aggregate limitations specified in WAC 390-16-105, 390-16-115, or 390-16-120 will or may be exceeded, the candidate or committee may apply to the commission for authorization to change reporting options.

(1) If the application is made more than thirty days prior to the date of the election, the application will be considered approved without further action by the commission if the person making application submits:

(a) A PDC Form C-1 or C-1pc indicating the intention of using the full reporting system provided by RCW 42.17.040 - 42.17.090;

(b) A PDC Form C-4 with appropriate Schedules disclosing all contributions and expenditures reportable under RCW 42.17.090 for the election campaign or in the case of continuing political committees for the calendar year.

(c) A statement affirming that all known candidates for the office being sought have been notified personally of the application stating the manner and date of such notification. In the case of a ballot proposition, the statement shall affirm that the committee treasurer of all committees identifiable from the records of the county elections officer or public disclosure commission to be opposing or supporting the proposition have been notified personally of the application stating the manner and date of such notification.

(2) If the application is made within thirty days of the date of the election, the application shall be approved only by authorization of the commission executive director.

(a) Prior to such approval being granted, the executive director shall determine that the application contains those documents shown in subsection (1)(a), (b) and (c) above.

(b) The commission staff shall investigate why the applicable requirements were not complied with in the first instance and whether or not the probability of exceeding such limitations was reasonably foreseeable. If the investigation shows that the declaration by the candidate, committee or other person filed under WAC 390-16-115 was made in good faith and that the probability of exceeding such limitations was not reasonably foreseeable, the executive director will approve the reporting option change conditioned upon full future compliance with all applicable requirements of chapter 42.17 RCW.

(3) When one candidate or committee on either side of an election campaign has applied for permission to exceed the limitations of the exemption under subsection (1) above, all other candidates and/or committees may change reporting options by meeting the requirements of subsection (1)(a), (b), and (c).

(4) Any person who knowingly or negligently causes or permits the limitations specified in these regulations to be exceeded shall be deemed to have violated the applicable provisions of RCW 42.17.040 - 42.17.090.

[WAC 390-16-125. Mini campaign reporting. No candidate as that term is defined in RCW 42.17.020(5) and no political committee whose principal purpose is the support of one candidate and whose organization is known to and countenanced by that candidate (hereafter candidate's committee) shall be required to comply with the provisions of RCW 42.17.060 - 42.17.090 except as otherwise prescribed in this rule in any election campaign for public office in which the aggregate expenditures in the campaign will not exceed the amount of the filing fee provided by law plus a sum not to exceed five hundred dollars.

(1) Any candidate or candidate's committee shall register and file the C-1 registration statement with the commission and county elections officer of the county wherein the candidate resides within fourteen days of the time he publicly announces his candidacy, files for office or the committee is formed, whichever is earliest. The C-1 shall state his intent to use the mini campaign reporting system.

(2) No person except the candidate may contribute more than two hundred dollars to a campaign using the mini reporting option.

[WAC 390-16-155. Mini campaign reporting—Exceeding limitations. (1) Whenever there is reason to believe that the expenditure limits provided in WAC 390-16-150 will be exceeded or that the candidate or candidate's committee will exceed the limits on contributions and expenditures provided in WAC 390-16-150, the candidate may apply to the commission for authorization to change to the abbreviated reporting option provided in WAC 390-16-105.

(a) The application shall take the form of a new C-1 report indicating the candidate's or candidate committee's intent to report in accordance with the abbreviated reporting system provided in WAC 390-16-105.

(b) The application shall be accompanied by a statement signed by the candidate affirming that all known candidates for the office being sought have been notified personally of the application stating the manner and date of notification.

(c) The application shall be submitted to the commission and duplicate copies of the C-1 report submitted to the...
WAC 390-16-200 Encouraging expenditures to avoid contributions—Result. If a candidate or a political committee advises, counsels or otherwise knowingly encourages any person to make an expenditure which, if made by the candidate or committee would be regulated by RCW 42.17.080 - 42.17.090, for the purpose of avoiding direct contributions or for any other reason, the person making such expenditure shall be considered an agent of the candidate or political committee encouraging the expenditure, and the expenditure shall be considered for all intents and purposes as an expenditure of such candidate or political committee.

[Order 62, § 390-16-200, filed 8/26/75.]

WAC 390-16-205 Expenditures by agents, employees—Reporting. Expenditures made on behalf of a candidate or political committee by any person, agency, firm, organization, etc. employed or retained for the purpose of organizing, directing, managing or assisting the candidate's or committee's efforts shall be deemed expenditures by the candidate or committee. Such expenditures shall be reported by the candidate or committee as if made or incurred by the candidate or committee directly.

[Order 74, § 390-16-205, filed 4/26/76.]

WAC 390-16-206 Ratings and endorsements. (1) Any person making a measurable expenditure of funds to communicate a rating, evaluation, endorsement or recommendation for or against a candidate or ballot proposition (other than news, feature, or editorial comment in a regularly scheduled issue of a printed periodical or broadcast media program) shall report such expenditure including all costs of preparation and distribution in accordance with RCW 42.17.030 through 42.17.100.

(2) A candidate or sponsor of a ballot proposition who, or a political committee which, is the subject of the rating, evaluation, endorsement or recommendation shall not be required to report such expenditure as a contribution unless the candidate, sponsor, committee or an agent thereof advises, counsels or otherwise encourages the person or committee to make the expenditure.

(3) A candidate who is an officer, director, employee or owner of 10 percent or more in any entity which owns or controls any newspaper, magazine, printed periodical, radio station, television station or other medium of mass communication, and who is provided feature, editorial or advertising space or broadcast time at less than fair market value by the medium with the intent to personally advocate support for his candidacy or to oppose the candidacy of his opponents, must report the fair market value of that space or time as a contribution from the medium. The fair market value shall be the same as that charged for an equal amount of advertising space or time or, if there is no similar space or time, the most expensive advertising space or time sold by the organization.

[WAC 390-16-207 In-kind contributions and expenditures—Reporting. (1) Whenever a candidate or a political committee makes one or more in-kind expenditures which (i) directly or indirectly, in whole or in part, benefit another identifiable candidate or political committee and (ii) in the aggregate amount to a value of fifty dollars or more in the reporting period, then, for the purpose of complying with the provisions of RCW 42.17.090 (1)(f):

(a) Such candidate or political committee shall identify the candidate or political committee benefited by such expenditure and state the value thereof; and

(b) The candidate or political committee that receives benefit of such expenditure or expenditures shall report a corresponding amount as a contribution received and as an expenditure made by such candidate or political committee.

(2) Whenever a candidate or a political committee makes an in-kind expenditure which supports or opposes more than one candidate or ballot proposition, the person making such expenditure shall identify each candidate or ballot proposition to which such support or opposition is directed and, if the aggregate expenditure amounts to fifty dollars or more, shall state the prorated amount of the expenditure or expenditures properly attributable to each such candidate or ballot proposition.

(3) Whenever a candidate or political committee provides its equipment, property or other facilities owned, retained, leased or controlled by it to another candidate or political committee, the fair market value of the use of such equipment, property or other facilities, if it amounts to fifty dollars or more, shall be reported as follows:

(a) By the candidate or political committee providing the equipment, property or other facilities, by attaching to its Form C-4, Schedule B, a statement setting forth the name of the candidate or political committee benefited and the date, description and value of the in-kind contribution made by it;

(b) By the candidate or political committee benefiting from the use of such equipment, property or other facilities, by reporting the value of such use in its Form C-4, Schedule B, both as a contribution and as an expenditure.

[WAC 390-16-221 Tangible property—Definition. (1) All contributions received by a political committee or candidate are subject to the requirements of RCW 42.17.095 and 42.17.125 whether or not the committee converts the

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WAC 390-16-220 Title 390 WAC: Public Disclosure Commission

contribution to a different form, e.g., the purchase of tangible property from monetary contributions.

(2) For the purpose of this rule, tangible property includes but is not limited to real property and improvements thereto; furniture, office desks, file cabinets, tables and machines, vehicles, printing and duplicating equipment, and computer hardware and software.

[Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-16-221, filed 2/5/86.]

WAC 390-16-230 Surplus campaign funds—Use in future. (1) If at any time in the future any contribution or expenditure is received by or made from such surplus fund or funds for any purpose which would qualify the holder as a candidate or political committee, it will be presumed the holder of such funds has initiated a new candidacy or committee. Within fourteen days of the day such contribution or expenditure is received or made, such candidate or political committee shall file (a) a final report for the previous campaign as provided in RCW 42.17.080 and 42.17.090 and (b) a statement of organization and initial report for the new campaign as provided by RCW 42.17.040, 42.17.080 and 42.17.090. The surplus fund may be reported as one sum and listed as a contribution identified as "funds from previous campaign," provided that all augmentations to and all expenditures made from the retained surplus fund from the initial date of retention are reported in detail as to source, recipient, purpose, amount and date of each transaction.

(2) A candidate who, or the political committee of a candidate which, retains surplus funds to use for the support or opposition of other candidates or of ballot propositions has established a continuing political committee, and must thereafter report as such.

(3) A political committee formed to support or oppose a particular ballot proposition which retains surplus funds to use in support or opposition of candidates or of other ballot propositions has become a continuing political committee and must thereafter report as such.

[Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-16-230, filed 2/5/86; 82-14-016 (Order 82-04), § 390-16-230, filed 6/28/82; Order 70, § 390-16-230, filed 2/25/76; Order 62, § 390-16-230, filed 8/28/75.]

WAC 390-16-240 Earmarked contributions—Definition and use. (1) Earmarked contributions, as that term is used in RCW 42.17.135, means any contribution given to an intermediary, either a political committee, candidate or third party, with a designation, instruction, or encumbrance, whether direct or indirect, express or implied, oral or written, which is intended to result in or which does result in all or any part of the contribution being made to a certain candidate, state official, or ballot proposition.

(2) The intermediary receiving the earmarked contribution shall notify the candidate or political committee for whose use or benefit the contribution is designated within two working days after receipt of the contribution.

[Statutory Authority: RCW 42.17.370. 91-14-041, § 390-16-240, filed 6/27/91, effective 7/28/91.]

WAC 390-16-308 Identification of source of contribution. Any person who makes a contribution shall inform the candidate or treasurer, at the time the contribution is made, of the true and actual source of funds from which the contribution is made. To identify the source of a contribution received by check or other written instrument in the absence of other information, a candidate or treasurer shall apply the following:

Provided, that in cases where the source of the contribution is known and differs from the guidelines set forth below, the known source of the contribution shall be reported;

Provided further, that contributions made by or through a lobbyist shall identify the true and actual source of the funds for whom the contribution was made.

(1) A contribution drawn upon a single account shall be attributed to the account holder as identified by the name printed on the face of the check or negotiable instrument.

(2) A contribution drawn upon a joint account shall be attributed in equal proportion to each of the account holders as identified by the names printed on the face of the check or negotiable instrument unless the candidate or treasurer is notified in writing that the contribution should be allocated in different proportions.

(3) A contribution made by a sole proprietor or drawn upon the account of a business which is a sole proprietorship shall be attributed to the owner of the business entity.

(4) A contribution drawn upon the account of a partnership shall be attributed to the partnership as a separate entity except that;

Any check drawn upon the partnership account but which is to be paid from the capital account of one or more individual partners shall identify at the time of transmittal to the candidate or treasurer the name(s) of the contributing partner(s) and shall be attributed to the contributing partner(s).

(5) A contribution drawn upon the account of a corporation, union, association or other similar organization shall be attributed to the corporation, union, association or other similar organization as a separate entity except that;

(a) A contribution drawn upon the account of a wholly owned or controlled subsidiary shall identify the name of the parent or controlling corporation and the contribution shall be attributed to the parent or controlling corporation;

(b) A contribution drawn upon the account of a controlled union subdivision shall identify the name of the controlling union and the contribution shall be attributed to the controlling union;

(c) A contribution drawn upon the account of a controlled subdivision of an association or other similar organization shall name the controlling association or other similar organization and the contribution shall be attributed to the controlling association.

(d) A subsidiary, union subdivision or subdivision of an association or other similar organization is "controlled" by another entity if it does not maintain executive and fiscal independence over its operations and functions as demonstrated by:

(i) Whether the corporation or organization owns a controlling interest in the voting stock or securities of the subsidiary or subdivision;

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(ii) Whether the corporation or organization has the authority or ability to direct or participate in the governance of the subsidiary or subdivision through provisions of constitutions, bylaws, contracts or other rules, or through formal or informal practices or procedures;

(iii) Whether the corporation or organization has the authority or ability to hire, appoint, demote or otherwise control the officers or other decisionmaking employees or members of the subsidiary or subdivision;

(iv) Whether the corporation or organization has common or overlapping membership with the subsidiary or subdivision which indicates a formal or ongoing relationship between the two entities;

(v) Whether the corporation or organization has common or overlapping officers or employees with the subsidiary or subdivision which indicates a formal or ongoing relationship between the two entities;

(vi) Whether the corporation or organization provides funds or goods in a significant amount or on an ongoing basis through direct or indirect payments to the subsidiary or subdivision.

(6) Contributions made by political committees established, financed, maintained, or controlled by any corporation, organization, or any other person, including any parent, subsidiary, branch, division, department, or local unit of such person, shall be considered to have been made by a single political committee.

[Statutory Authority: RCW 42.17.370. 91-14-041, § 390-16-308, filed 6/27/90, effective 7/28/90; 90-20-088, § 390-16-308, filed 9/28/90, effective 10/29/90.]

WAC 390-16-310 Limitation on contributions. The limitations on contributions as provided in RCW 42.17.105(8) shall be applied as follows:

(1) The limitation on contributions shall apply to a "candidate" as that term is defined in RCW 42.17.020(5) when the candidate is contributing to his or her own campaign using his or her own personal funds.

(2) The limitations on contributions shall apply separately to the contributions made by each spouse.

(3) Minor children (children under 18 years of age) may make contributions which do not exceed the limitations on contributions if the contribution is properly attributed to the minor child and if;

(a) The decision to contribute is made knowingly and voluntarily by the minor child;

(b) The funds, goods, or services contributed are owned or controlled exclusively by the minor child, such as income earned by the child, the proceeds of a trust for which the child is the beneficiary, or a savings account opened and maintained exclusively in the child’s name; and

(c) The contribution is not made from the proceeds of a gift, the purpose of which was to provide funds to be contributed, or is not in any other way controlled by another individual.

(4) Contributions from a business organized as a sole proprietorship and contributions from the owner of the sole proprietorship shall be aggregated for purposes of determining the limitations of contributions under to RCW 42.17.105(8).

(5) The limitations on contributions shall apply separately to the contributions made by a partnership from the contributions made by an individual partner except that;

Contributions made from or charged against the capital account of an individual partner shall be aggregated with the partner’s individual contributions for purposes of determining the limitations on contributions under RCW 42.17.105(8).

(6) The limitations on contributions shall apply separately to the contributions made by a corporation, union, association or other similar organization from the contributions made by the subsidiary corporation, or subdivision of the union, association or other similar organization except that;

(a) A contribution from a wholly owned or controlled subsidiary corporation or subdivision of a union, association or other similar organization shall be aggregated with the contributions of the parent or controlling corporation or organization for purposes of determining the limitations on contributions under RCW 42.17.105(8).

(b) A subsidiary, union subdivision or subdivision of an association or other similar organization is "controlled" by another entity, if it does not maintain executive and fiscal independence over its operations and functions as demonstrated by the factors set forth in WAC 390-16-308 (5)(d)(i) through (vi).

(7) The limitation on contributions shall apply separately to political committees except that;

Political committees which are established, financed, maintained or controlled by any corporation, organization or any other person, including any parent, subsidiary, branch, division, department, or local unit of such persons shall be aggregated and considered as having been made by a single political committee for purposes of determining the limitations on contributions under RCW 42.17.105(8).

[Statutory Authority: RCW 42.17.370. 92-05-079, § 390-16-310, filed 2/18/92, effective 3/20/92; 90-20-088, § 390-16-310, filed 9/28/90, effective 10/29/90.]

WAC 390-16-312 Handling contributions of uncertain origin. No contribution shall be deposited by any candidate or treasurer who believes, from the face of the contribution instrument or for any other reason, the contribution was made in a fictitious name, by one person through an agent, relative, political committee, or any other person so as to conceal the source of the contribution or to exceed the contribution limits provided in RCW 42.17.105(8). The candidate or treasurer shall return such contributions within ten calendar days to the original contributor if his or her identity is known. Otherwise, the contribution instrument shall be endorsed and made payable to "Washington state treasurer" and the contribution sent to the public disclosure commission for deposit in the state’s general fund.

[Statutory Authority: RCW 42.17.370. 91-14-041, § 390-16-312, filed 6/27/91, effective 7/28/91.]
Chapter 390-18 WAC

POLITICAL ADVERTISING

WAC 390-18-010 Political advertising—Identification of sponsor. (1) For the purposes of RCW 42.17.510 and this rule, "sponsor" means the candidate, political committee or other person paying for the advertising. If a person acts as an agent for another or is reimbursed by another for the payment, the original source of the payment is the sponsor.

(2) With advertising for which no payment is demanded or for which a cost is not readily ascertainable, the sponsor is the candidate, political committee or person who solicits or arranges for the advertising to be displayed or broadcast.

(3) If more than one person sponsors specific advertising, the identity of each sponsor must be shown. However, if a person contributes in cash or in-kind to a candidate or political committee to assist in paying the cost of advertising, it is unnecessary to include that contributor's name as a sponsor provided the contribution is reported in accordance with applicable provisions of chapter 42.17 RCW.

(4) Printed advertising shall clearly state in an area apart from the body of the text that it has been paid for by the sponsor (Example: (1) Paid for by the XYZ Committee, mailing address, city, state, zip code; (2) Vote For John Doe, paid for by John Doe, mailing address, city, state, zip code). Broadcast advertising shall conform to the requirements of the Federal Communications Commission.

(5)(a) Political advertising consisting of more than one page but intended to be presented as a single item (i.e. 3-page letter with return envelope) must identify the sponsor on the first page of the advertising. Identification on subsequent pages or inserts to the same advertising is not required. Identification on an enclosed return envelope or the envelope in which the advertising is sent is not sufficient.

(b) Political advertising which is a collection of several items relating to more than one candidate or committee and distributed simultaneously must show the respective sponsor on the respective items.

WAC 390-18-020 Political advertising—Political party identification. (1) In newspaper advertising, brochures, mailings and similar printed advertising, a candidate’s political party affiliation must be:

(a) printed in letters no smaller than 10 point bold face type (or 1/8” high if type is not used),

(b) placed in an area apart from the body of text of the advertisement.

(2) On yard signs, bus signs, hand-held signs, banners, bumper strips, posters and similar type advertising, a candidate’s political party affiliation must be:

(a) printed in letters no smaller than 60 point type (or 5/8” high if type is not used),

(b) printed in a color which contrasts with the background on which the party affiliation is printed.

(3) The commission shall publish a suggested list of abbreviations or symbols which may be used by candidates and political committees which the commission finds will clearly identify political party affiliation.


WAC 390-18-030 Political advertising—Exemptions from sponsor identification. (1) The following forms of political advertising need not include the sponsor’s name and address because such identification is impractical: Ashtrays, badges and badge holders, balloons, bingo chips, brushes, bumper stickers—size 4” x 15” or smaller, buttons, cigarette lighters, clothes pins, clothing, coasters, combs, cups, earrings, emery boards, envelopes, erasers, frisbees, glasses, golf balls, golf tees, hand-held signs, hats, horns, ice scrapers, inscriptions, key rings, knives, labels, letter openers, magnifying glasses, matchbooks, nail clippers, nail files, newspaper ads of one column inch or less, noisemakers, paper and plastic cups, paper and plastic plates, paper weights, pencils, pennants, pens, pinwheels, plastic tableware, pocket protectors, pot holders, reader boards where message is affixed in moveable letters, ribbons, 12-inch or shorter rulers, shoe horns, skywriting, staple removers, stickers—size 2-3/4” x 1” or smaller, sunglasses, sun visors, swizzle sticks, state or local voters pamphlets published pursuant to law, tickets to fund raisers, water towers, whistles, yard signs—size 4’ x 8’ or smaller, yo-yos, and all other similar items.

[Statutory Authority: RCW 42.17.370(1). 85-15-020 (Order 85-03), § 390-18-030, filed 7/9/85.]

WAC 390-18-040 Use of the terms "reelect," "retain," and "return." (1) The term "reelect" when used in a political advertisement represents that the candidate is presently holding the office being sought, was elected to it, and is seeking another term in that same office in the same district or political subdivision.

(2) The term "reelect" may be used in a political advertisement by a nonincumbent candidate who has previously been elected to the office being sought provided that in the same advertisement it is clearly stated that the candidate is not the incumbent.

(3) The term "retain" in a political advertisement represents that the candidate is the incumbent but does not [represent] [imply] that the candidate attained the office by election.

(4) The term "return" in a political advertisement represents that the candidate now holds, or has previously held, the office being sought, but does not represent that the office was attained by election.

(5) Whenever the boundaries of a district or political subdivision are officially altered through redistricting, consolidation or other official procedures, the candidate holding an office in the affected district or political subdivision may, in a political advertisement, use the term "reelect," "retain" or "return," as appropriate, if the candidate is seeking the same office in the revised district or political subdivision.

(1992 Ed.)
(6) Stating the office sought (e.g., "mayor") by a candidate in a political advertisement without expressly stating the candidate is seeking election to the office (e.g., "for mayor"); "Erect Smith Mayor") represents that the candidate presently holds that office.

[Statutory Authority: RCW 42.17.370 (1). 88-06-019 (Resolution No. 88-01), § 390-20-022, filed 7/31/90, effective 8/31/90. Statutory Authority: RCW 42.17.370(1).]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

Chapter 390-20 WAC
FORMS FOR LOBBYING REPORTS, ELECTED OFFICIALS AND LEGISLATORS

WAC

390-20-0101 Forms for lobbyist registration.
390-20-0103 Lobbyist registration—Photograph—Requirements.
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390-20-0105 Lobbyists registration—Termination.
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390-20-105 Lobbyist's employer—Meaning—Examples.
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390-20-110 Forms for lobbyist employer's report.
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390-20-115 Forms for report of legislative activity by legislators and legislative committees.
390-20-120 Forms for report of legislative activity by legislators and legislative committees.
390-20-125 Forms for registration and reporting by sponsors of grass roots lobbying campaigns.
390-20-130 Forms for statement of employment of legislators, state officers, and state employees.
390-20-140 Loss of RCW 42.17.160 exemptions.
390-20-141 Registration and reporting required when a lobbyist employs another lobbyist.
390-20-143 Application of lobbying provisions to organizations.
390-20-144 Registration and reporting by lobbyist organizations.
390-20-145 Reporting of lobbying events.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-20-010 Forms for lobbyist registration. [Order 62, § 390-20-010, filed 8/26/75; Order 45, § 390-20-010, filed 9/26/74; Order 6, § 390-20-010, filed 12/23/73.] Repealed by 78-02-063 (Order 96), filed 1/23/78. Statutory Authority: RCW 42.17.370(1).

390-20-022 Definition—Development. [Statutory Authority: RCW 42.17.370(1). 88-06-019 (Resolution No. 88-01), § 390-20-022, filed 7/31/90, effective 8/31/90. Statutory Authority: RCW 42.17.370(1).]

390-20-028 Definition of terms "communicate," "communication," "communicating," and "legislation." [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-08-061 (Order 100), § 390-20-028, filed 7/24/78.] Repealed by 80-02-055 (Order 80-01), filed 1/17/80. Statutory Authority: RCW 42.17.370(1).

390-20-030 Forms for lobbyist registration—For statement of compensation paid to elected officials. [Order 45, § 390-20-030, filed 9/26/74; Order 9, § 390-20-030, filed 4/24/73.] Repealed by 80-02-106 (Order 80-02), filed 1/24/80. Statutory Authority: RCW 42.17.370(1).


390-20-055 Application of RCW 42.17.190 to lobbying of the legislature and governor. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 78-08-061 (Order 100), § 390-20-051, filed 7/24/78.] Repealed by 80-02-055 (Order 80-01), filed 1/17/80. Statutory Authority: RCW 42.17.370(1).

390-20-060 Application of RCW 42.17.190 to lobbying of other agencies. [Statutory Authority: RCW 42.17.160(4) and 42.17.370(1). 80-01 (Order 80-01), § 390-20-060, filed 1/17/80. Statutory Authority: RCW 42.17.370(1).

WAC 390-20-0101 Forms for lobbyist registration.

The official form for lobbyist registration as required by RCW 42.17.150 is designated "L-1," revised 3/91. Copies of this form are available at the commission office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8 1/2" x 11" white paper.

[Title 390 WAC—p 49] (1992 Ed.)
1. LOBBYIST NAME

2. PERMANENT BUSINESS ADDRESS
   CITY STATE ZIP

3. TEMPORARY THURSTON COUNTY ADDRESS DURING LEGISLATIVE SESSION
   TELEPHONE
   PERMANENT: TEMPORARY:

4. EMPLOYER’S NAME AND ADDRESS (PERSON OR GROUP FOR WHICH YOU LOBBY)
   EMPLOYER’S OCCUPATION, BUSINESS OR DESCRIPTION OF PURPOSE OF ORGANIZATION

5. NAME AND ADDRESS OF PERSON HAVING CUSTODY OF ACCOUNTS, RECEIPTS, BOOKS OR OTHER DOCUMENTS WHICH SUBSTANTIATE LOBBYIST REPORTS.

6. WHAT IS YOUR PAY (COMPENSATION) FOR LOBBYING?
   PERMANENT: TEMPORARY:

7. ARE YOU REMBURSED FOR LOBBYING EXPENSES? EXPLAIN WHICH EXPENSES.
   YES: $ PER ____________________________ (Hour, Day, Month, Year)
   YES: I AM REIMBURSED FOR EXPENSES.
   NO: I AM NOT REIMBURSED FOR EXPENSES.

8. HOW LONG DO YOU EXPECT TO LOBBY FOR THIS ORGANIZATION?
   PERMANENT LOBBYIST
   ONLY DURING LEGISLATIVE SESSION
   OTHER, EXPLAIN:

9. IF ANY PART OF YOUR COMPENSATION IS CONTINGENT ON THE SUCCESS OF AN ATTEMPT TO INFLUENCE LEGISLATION, ATTACH AN EXPLANATION FULLY DESCRIBING THE AGREEMENT, ARRANGEMENT OR UNDERSTANDING.
   NO
   YES, EXPLAIN WHICH ONE.

10. DOES YOUR EMPLOYER HAVE A CONNECTED, RELATED OR CLOSELY AFFILIATED POLITICAL ACTION COMMITTEE WHICH WILL PROVIDE FUNDS FOR YOU TO MAKE POLITICAL CONTRIBUTIONS INCLUDING PURCHASE TICKETS TO FUND RAISING EVENTS? IF SO, LIST THE NAME OF THAT POLITICAL ACTION COMMITTEE.
    NO
    YES, NAME OF THE COMMITTEE IS:

11. IF LOBBYIST IS A COMPANY, PARTNERSHIP OR SIMILAR BUSINESS ENTITY WHICH EMPLOYS OTHERS TO PERFORM ACTUAL LOBBYING DUTIES, LIST NAME OF EACH PERSON WHO WILL LOBBY.

12. AREAS OF INTEREST. LOBBYING IS MOST FREQUENT BEFORE LEGISLATIVE COMMITTEE MEMBERS OR STATE AGENCIES CONCERNED WITH FOLLOWING SUBJECTS:

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<th>CODE</th>
<th>SUBJECT</th>
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<th>SUBJECT</th>
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<tbody>
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<td>01</td>
<td>Agriculture</td>
<td>08</td>
<td>Fiscal</td>
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<td>02</td>
<td>Business and Consumer Affairs</td>
<td>09</td>
<td>Higher Education</td>
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<td>03</td>
<td>Constitutions and Elections</td>
<td>10</td>
<td>Human Services</td>
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<td>04</td>
<td>Education</td>
<td>11</td>
<td>Labor</td>
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<td>05</td>
<td>Energy and Utilities</td>
<td>12</td>
<td>Law and Justice</td>
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<td>06</td>
<td>Environmental Affairs—Natural</td>
<td>13</td>
<td>Local Government</td>
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<td>Resources—Parks</td>
<td>14</td>
<td>State Government</td>
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<td>07</td>
<td>Financial institutions and</td>
<td>15</td>
<td>Transportation</td>
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<td></td>
<td>Insurance</td>
<td></td>
<td>Other—specify</td>
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</tbody>
</table>

13. LOBBYIST’S SIGNATURE

   CERTIFICATION: I HEREBY CERTIFY THAT THE ABOVE IS A TRUE, COMPLETE AND CORRECT STATEMENT.

   EMPLOYER’S AUTHORIZATION: CONFIRMING THE EMPLOYMENT AUTHORITY TO LOBBY DESCRIBED IN THIS REGISTRATION STATEMENT.

   EMPLOYER’S SIGNATURE, NAME TYPED OR PRINTED AND TITLE

   DATE

NOT VALID UNLESS SIGNED BY BOTH

(1992 Ed.)
LOBBYIST IDENTIFICATION FORM

NAME:
BUSINESS ADDRESS:

PHONE:

OLYMPIA ADDRESS:

PHONE:

EMPLOYERS’ NAMES:

YEAR FIRST EMPLOYED AS A LOBBYIST:

BIOGRAPHY:

INSTRUCTIONS
ATTACH THIS PAGE TO YOUR L-1 REGISTRATION.
ATTACH 2" x 2" PASSPORT TYPE, BLACK AND WHITE PHOTO. PHOTO SHOULD BE HEAD AND SHOULDERS, FULL FACE, AND TAKEN WITHIN LAST 12 MONTHS.
PLEASE WRITE, LIGHTLY IN PENCIL, NAME ON BACK OF PHOTO BEFORE ATTACHING.
PHOTOS WILL NOT BE RETURNED.
PLEASE SEE INSTRUCTION BOOKLET FOR EXAMPLE OF BIOGRAPHY. LIST ALL EMPLOYERS ON THIS PAGE IF YOU HAVE MORE THAN ONE EMPLOYER. IF YOU LATER ADD ADDITIONAL EMPLOYERS, PDC WILL INCLUDE THEM FOR YOU.
PLEASE USE TYPEWRITER TO COMPLETE THIS PAGE.

(1992 Ed.)
WAC 390-20-013 Lobbyist registration—Photograph—Requirements. The photograph to be submitted by a registering lobbyist shall satisfy the requirements of a photo acceptable for a United States passport. The photograph shall have been taken within twelve months of the date of registration.

WAC 390-20-014 Registration during last calendar quarter of the biennial registration period. (1) A lobbyist who registers during the last calendar quarter of an even-numbered year may request in writing that the registration be valid until the second Monday of January three years hence.

(2) The lobbyist will be required to file monthly expense reports (PDC Form L-2) for each month in which he/she is registered.

(3) The lobbyist employer shall file the employer’s report (PDC Form L-3) for each calendar year or portion thereof in which a lobbyist is registered.

WAC 390-20-015 Lobbyists registration—Termination. A lobbyist who intends to cease lobbying activity may terminate his registration at any time by filing with the commission a signed statement, consistent with RCW 42.17.150(3) indicating his intention to terminate any further activity as a lobbyist or by so indicating on an L-2 for the month that termination has taken place. A lobbyist who terminates such registration shall file any reports required under the lobbyist reporting provisions for the period during which he was registered as a lobbyist. The employer of any such lobbyist shall not be relieved of any duty to file the report otherwise required by RCW 42.17.180.

WAC 390-20-017 Suspension of registration. A lobbyist by notifying the commission in advance in writing may temporarily suspend his or her registration for any month(s) in which no lobbying will be done, no expenditures will be made for lobbying and no compensation will be received for lobbying.

(a) During the period when the suspension is effective, the commission will not require L-2 Reports to be filed.

(b) The lobbyist may reinstate the registration by notifying the commission in writing. The notification must state the date the reinstatement is to be effective. It must also affirm that information on the original L-1 registration is still correct or include an amended L-1 Form.

(c) Notification under this rule does not suspend or modify the requirement in RCW 42.17.150(4) for a new registration each odd-numbered year.
LOBBYIST MONTHLY EXPENSE REPORT

1. Lobbyist Name

Mailing Address

City State Zip + 4

2. This report is for the period ____________________________ (Month) ____________________________ (Year)

This report corrects or amends the report for ____________________________ (Month) ____________________________ (Year)

Business Telephone ____________________________

ALL COMPLETE THIS PART

Include all expenditures by lobbyist and lobbyist’s employer for or on behalf of the lobbyist incurred during the reporting period

EXPENSE CATEGORY

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSE CATEGORY</td>
<td>EXPENSE CATEGORY</td>
<td>EXPENSE CATEGORY</td>
<td>EXPENSE CATEGORY</td>
</tr>
<tr>
<td>TOTAL AMOUNT</td>
<td>TOTAL AMOUNT</td>
<td>TOTAL AMOUNT</td>
<td>TOTAL AMOUNT</td>
</tr>
<tr>
<td>THIS MONTH</td>
<td>THIS MONTH</td>
<td>THIS MONTH</td>
<td>THIS MONTH</td>
</tr>
</tbody>
</table>

Amounts paid from lobbyist’s own funds, not reimbursed or attributed to an employer.

Employer Name

Employer Name

Employer Name

(Attach additional page(s) if you lobby for more than three employers.)

10. EMPLOYERS’ NAMES

No. (B) ___________________________________

No. (C) ___________________________________

No. (D) ___________________________________

11. Subject matter of proposed legislation or other legislative activity or rulemaking the lobbyist was supporting or opposing.

Subject Matter, Issue or Bill No. Legislative Committee or State Agency Considering Matter Employer Represented

☐ Information continued on attached pages

Estimate the percentage of your time or lobbying effort devoted to: the Legislature % State Agencies %

12. TERMINATION: (COMPLETE THIS ITEM ONLY IF YOU WISH TO TERMINATE YOUR REGISTRATION)

Date registration ends: ____________________________ Employer’s name: ____________________________

I understand that an L-2 report is required for any month or portion thereof in which I am a registered lobbyist. I also understand that once I have terminated my registration, I must file a new registration report prior to lobbying for that employer in the future. All registrations terminate automatically on the second Monday in January of each odd numbered year.

CERTIFICATION

I certify that this report is a true and complete account of all information attributable directly or indirectly to lobbying activities for the period specified.

CONTINUE ON REVERSE SIDE

PDC FORM L-2 9/90—[Title 390 WAC—p 53]
13. Show all of the following expenditures that were incurred by lobbyist or lobbyist employer(s):
   • **Entertainment expenditures exceeding $25 per occasion** (including lobbyist's expense) for meals, beverages, tickets, passes, transportation and any travel-related expenses or for other forms of entertainment provided to legislators, state officials, state employees and members of their immediate families.
   • **Receptions**: If a reception cost more than $100 per participant, show the pro rata cost of the reception as a gift to state elected officials and state executive officers who attended in space below or on Memo Report.
   • **Entertainment Gifts (except receptions)**: If more than $50 per occasion was spent on a state elected official (including family) or a state executive officer (including family), itemize the gift, including the amount attributable to the official and family, below or on a Memo Report.
   • **Other expenditures exceeding $50** for gifts benefiting state elected officials, state executive officers and/or members of their immediate families.

<table>
<thead>
<tr>
<th>Date</th>
<th>Names of all Persons Entertained or Provided Gifts</th>
<th>Description, Place, Etc.</th>
<th>Sponsoring Employer</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Total gift expense itemized on attached Memo Reports</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Monetary or in-kind contributions exceeding $25 to federal, state or local office candidates, committees supporting or opposing these candidates, a legislative caucus fund, an elected official's public office fund, a political party, a political committee supporting or opposing a candidate or ballot measure, or any grass roots lobbying campaign.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Individual or Committee Receiving Benefit</th>
<th>Employer for Whom Contribution was Made</th>
<th>Amount</th>
</tr>
</thead>
</table>

If contributions were made by a political action committee associated, affiliated or sponsored by your employer, show name of the PAC below. (Information reported by PAC on C-4 report need not be again included in this L-2 report.)

15. Payments by the lobbyist for other lobbying expenses and services, including payments to subcontract lobbyists, expert witnesses and others retained to provide lobbying services or assistance in lobbying and payments for grass roots lobbying campaigns (except advertising/printing costs listed in Item 7).

<table>
<thead>
<tr>
<th>Recipient's Name and Address</th>
<th>Employer for Whom Expense was Incurred or Lobbying Done</th>
<th>Amount</th>
</tr>
</thead>
</table>

Continued on attached page.
MEMO REPORT
(for Lobbyists Reporting Gifts to State Elected Officials and Officials' Immediate Family Members)

Instructions: This Memo Report may be used by a lobbyist to report gifts given to a state elected official or that official's immediate family members instead of itemizing such gifts in Item 13 of the L-2 Report. Complete a Memo Report for each official to whom one or more gifts were given during the reporting period. Include gifts given to an official's family members on the official's Memo Report.

Attach the original of each completed Memo Report to the L-2. Provide a copy of the Memo Report to the state elected official who received, or whose family members received, the gift(s).

Do not use this Memo Report to disclose campaign contributions, including the purchase of fund raiser tickets.

TO: 
(State Elected Official)

FROM: 
(Lobbyist Name)

(Address)

In accordance with RCW 42.17.170(3), please accept this memo as notification that the following gifts were provided to you and/or your immediate family members:

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Official/Family Member</th>
<th>Description of Gift</th>
<th>Sponsoring Employer</th>
<th>Value</th>
</tr>
</thead>
</table>

Lobbyist's Signature _______________________________ Date ______________

This report is for the period __________________ (Month) __________________ (Year)

Distribution of Memo Report: Original - to PDC with L-2; Copy - Elected Official; Copy - Your Files

(1992 Ed.)
WAC 390-20-023 Contributions to candidates, elected officials, political committees, or public office fund—Identification of source. If a lobbyist, as an agent for another person, makes a contribution to any candidate, elected official, political committee or public office fund and the existence of such agency and identity of its principal is not apparent on the face of the contribution instrument, the lobbyist shall simultaneously inform the recipient in writing as to the source of such funds and the identity of the principal.

WAC 390-20-024 Lobbyist nonreportable expenses. A registered lobbyist who is not compensated for lobbying and, who in advance, informs the commission that the only expenses or services paid or incurred for lobbying on behalf of this agency unless and until they have, in the aggregate, expended in excess of fifteen dollars by public agencies pursuant to RCW 42.17.190:

(a) Provided in RCW 42.17.170 (2) that an elected official has expended in excess of fifteen dollars with such lobbying for or on behalf of any one or more members of the legislature or its staff.

(b) On their behalf reported by their elected officials, officers, employees or agents, who in advance, informs the commission that the only activity or services paid or incurred for lobbying on behalf of this agency unless and until they have, in the aggregate, expended in excess of fifteen dollars by public agencies pursuant to RCW 42.17.190:

(c) The exemptions contained in RCW 42.17.160 (1), (3) and (4) do not apply to any agency.

WAC 390-20-025 Lobbyists expenditures—Apportionment of expenses. For the purposes of compliance with RCW 42.17.170 (2) requiring reporting of expenditures by lobbyists, a person registered and reporting as a lobbyist need only report those expenditures made or incurred for lobbying.

WAC 390-20-026 Definition of term "other expenses." The term "other expenses" in RCW 42.17.170 shall be deemed to include only expenses or services paid or incurred or performed in connection with lobbying.

WAC 390-20-027 Definition—State elected official, candidate for state office. For the purposes of reporting by employers of registered lobbyists pursuant to RCW 42.17.180, the terms "state elected official" and "candidate for state office" shall include governor, lieutenant governor, attorney general, state auditor, commissioner of public lands, insurance commissioner, secretary of state, superintendent of public instruction, state treasurer, state senator, state representative, justices of the supreme court and judges of the court of appeals.
members of the legislature or state elected officials or public officers or employees of the state of Washington or they have, in the aggregate, engaged in such lobbying for more than four days or parts thereof during any three month period as provided in RCW 42.17.190 (5)(d)(v)(B).

(c) When limits in (a) or (b) of this subsection have been exceeded, the agency shall report such elected official, officer, or employee as a "PERSON WHO LOBBIED THIS QUARTER" on the front of PDC Form L-5 and include a listing of those excess expenditures as noted on that form.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-20-052, filed 8/9/91, effective 9/2/91. Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-052, filed 11/26/85; 80-02-055 (Order 80-01), § 390-20-052, filed 1/17/80.]

WAC 390-20-054 Agency lobbying—Reporting of lobbying by independent contractors. (1) An independent contractor who is retained to lobby on behalf of an agency shall register and report as a lobbyist pursuant to RCW 42.17.150 and 42.17.170.

(2) An agency which retains an independent contractor as a lobbyist and reports all of its expenditures in connection therewith pursuant to RCW 42.17.190 shall not be obligated to file a report pursuant to RCW 42.17.180 with regard to that lobbyist.

[Statutory Authority: RCW 42.17.370(1). 81-08-025 (Order 81-01), § 390-20-054, filed 3/26/81.]

WAC 390-20-100 Effect of Public Disclosure Act—Freedom of communication—Employer interference. Except as provided by RCW 42.17.150 - 42.17.190, which require certain persons who lobby to register and file periodic reports with the commission, nothing in the Public Disclosure Act shall be deemed to impair or restrict the right of any individual to communicate to any member of the legislature or other legislative enactment of any other state agency, regardless of whether or not such matter as to which he or she communicates also affects, directly or indirectly, the interest of his or her employer: Provided, Such activity involves no unauthorized or unlawful use of an employer's time or funds.

Nothing in the act shall be deemed to necessitate or excuse if otherwise unlawful, any instruction, directive or order issues, orally or in writing, by any employer restraining such communication by an employee, or requiring such employee to obtain advance permission from such employer in order to make such communication. Any adverse action taken against such employee for the alleged violation of such instruction, directive or order, contrary to the policies expressed in these rules, which depends or purports to depend upon the provisions of the Public Disclosure Act for its validity, shall be considered unlawful. Any such action, when reported to or discovered by the commission, shall be reported to appropriate enforcement agencies for such civil or criminal action as may be appropriate.

[Statutory Authority: RCW 42.17.370(1). 85-24-020 (Order 85-05), § 390-20-100, filed 11/26/85; Order 62, § 390-20-100, filed 8/26/75.]

WAC 390-20-105 Lobbyist's employer—Meaning—Examples. (1) The term "lobbyist's employer" includes every person who engages or utilizes the services of any other person to lobby, upon an agreement express or implied, for compensation or for other consideration, as that term is defined in WAC 390-05-220. A person is a lobbyist's employer within the meaning of the act when:

(a) Other persons are actually employed by or receive consideration from such person in whole or in part[,] for lobbying;

(b) Officers or [employees] [employers] of such person, lobby for or on behalf of such person, whether such duties are expressed in the corporate or partnership articles or bylaws or other writings of such employer, or in a written or oral contract, or exist by reason of a mutual understanding;

(c) The lobbying services are secured or arranged for through an authorized representative.

(2) A person shall not be deemed to be a lobbyist's employer solely because an employee of such person engages in lobbying.

[Statutory Authority: RCW 42.17.370(1). 88-14-064 (Order 88-02), § 390-20-105, filed 7/1/88; 80-24-020 (Order 85-05), § 390-20-105, filed 11/26/85; Order 62, § 390-20-105, filed 8/26/75.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-20-107 Lobbyist's employer—Reporting of "total expenditures." (1) Consistent with the public policy expressed in RCW 42.17.010 (1) and (10), the obligation in RCW 42.17.180(3) for the employer of a lobbyist to report "total expenditures" for lobbying purposes requires reporting of all payments made to finance a lobbying effort, whether or not reportable by the lobbyist pursuant to RCW 42.17.170.

(2) "Total expenditures" requires inclusion of a pro rata share of general overhead expenditures for lobbying which are attributable to the lobbyist as an employee or whose contract is for activities and services in addition to lobbying. The term also requires reporting of separate, identifiable expenditures such as rental of additional office space, hiring of additional staff and secretarial assistance, specific advertising campaigns, expenditures for lobbyists who are exempt from registration per RCW 42.17.160, specific telephone installations and charges, and other such separate, identifiable expenditures made for the purpose of conducting a lobbying effort.

[Statutory Authority: RCW 42.17.370(1). 82-14-016 (Order 82-04), § 390-20-107, filed 6/28/82.]

WAC 390-20-110 Forms for lobbyist employer's report. The official form for statement by employers of registered lobbyists as required by RCW 42.17.180 is designated "L-3," revised 9/90. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504. Any attachments shall be on 8-1/2" x 11" white paper.

(1992 Ed.)
EMPLOYER'S LOBBYING EXPENSES
DURING CALENDAR YEAR 1990

1. EMPLOYER'S NAME (USE COMPLETE COMPANY, ASSOCIATION, UNION OR ENTITY NAME)

MAILING ADDRESS

TELEPHONE

CITY       STATE       ZIP

THIS REPORT MUST BE FILED BY MARCH 31, 1991. Include expenditures incurred during calendar year 1990 for lobbying the Washington State Legislature and/or any state agency. Complete all sections. If entry is "none" or "0", so indicate.

2. Direct payments to lobbyist(s) for salary, contract, retainer and reimbursement of other lobbying expenses. In the amount listed for each lobbyist, include all contributions and expenses for entertainment, gifts and grass roots lobbying campaigns reported by the lobbyist on the L-2 report.

<table>
<thead>
<tr>
<th>LOBBYIST NAME (IF TO LOBBY FIRM, LIST FIRM NAME)</th>
<th>AMOUNT</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ INFORMATION CONTINUED ON ATTACHED PAGE

TOTAL FROM ATTACHED PAGE

TOTAL PAID DIRECTLY TO LOBBYISTS

When completing Items 3 thru 6 below, DO NOT include expenditures already reported in Item 2 above.

3. Other expenditures made by the employer for lobbying purposes. Include any and all:

a. Payments to vendors on behalf of or in support of registered lobbyists (i.e., food, lodging, travel, credit card purchases);

b. Payments to or on behalf of expert witnesses or others retained to provide lobbying services who offer specialized knowledge or expertise that assists the employer's lobbying effort;

c. Payments for entertainment, gifts, tickets, passes, transportation and travel expenses (including meals, lodging and related expenses) provided to legislators, state officials, state employees and members of their immediate families; (Also complete Item 6)

d. Payments for the creation, design, production and distribution of informational materials produced primarily for influencing legislation;

e. Payments for grass roots lobbying expenses, including those previously reported by employer on PDC Form L-3, and payments for lobbying communications to clients or customers (other than corporate stockholders and members of an association or organization).

4. Political contributions to candidates for state office, including the legislature, to committees supporting or opposing those candidates or to committees supporting or opposing statewide ballot measures. (Also complete Item 9.)

a. Contributions made directly by the employer, including those previously reported on PDC Form L-3c.

b. If contributions were made by a political action committee associated, affiliated or sponsored by the employer, show name of PAC below. (Information reported by PAC on C-4 report need not be again included as part of this L-3 report.)

Name of PAC

5. Payments or expenditures to legislators and state officials and their spouses and dependents for the purpose of influencing, benefiting, or benefiting the legislator or official. Do not include payments for goods or services obtained in the normal course of business. (Also complete Item 12.)

6. Payments for other expenditures for lobbying, whether through or on behalf of a registered lobbyist or otherwise. Attach list itemizing each expense (i.e., show date, recipient, purpose and amount). Do not show payments included above.

TOTAL LOBBYING EXPENSES

(Items 2 thru 6)

7. This report must be certified by the president, secretary-treasurer or similar officer of employer organization.

CERTIFICATION

I certify that the information contained in this report is a true, correct and complete statement in accordance with RCW 42.17.180.

[Title 390 WAC—p 58]
8. Entertainment, gifts, tickets, passes, transportation and travel expenses (including meals, lodging and related expenses) exceeding $25 in value provided to legislators, state officials, state employees and members of their immediate families.

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>Cost or Value</th>
<th>Description of Entertainment, Gift or Travel</th>
</tr>
</thead>
</table>

☐ INFORMATION CONTINUED ON ATTACHED PAGES

9. Contributions made directly by the employer aggregating over $25 to candidates for state office, the legislature, committees supporting or opposing those candidates or committees supporting or opposing statewide ballot measures. Contributions from an employer-affiliated PAC need not be listed.

<table>
<thead>
<tr>
<th>Name of Recipient</th>
<th>Amount</th>
</tr>
</thead>
</table>

☐ INFORMATION CONTINUED ON ATTACHED PAGES

10. Compensation of $1,000 or more during the preceding calendar year for employment or professional services paid to state elected officials, successful candidates for state office and each member of their immediate family.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Candidate or Elected Official if Member of Family</th>
<th>Amount (Code)</th>
<th>Description of Consideration or Services Exchanged for Compensation</th>
</tr>
</thead>
</table>

☐ INFORMATION CONTINUED ON ATTACHED PAGES

11. Compensation of $1,000 or more during the preceding calendar year for professional services paid to any corporation, partnership, joint venture, association or other entity in which a state elected official, successful state candidate or member of the immediate family holds office, partnership, directorship or ownership interest of 10% or more.

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Person's Name</th>
<th>Amount (Code)</th>
<th>Description of Consideration or Services Exchanged for Compensation</th>
</tr>
</thead>
</table>

☐ INFORMATION CONTINUED ON ATTACHED PAGES

12. Any expenditure, not otherwise reported, made directly or indirectly to a state elected official, successful candidate for state office or member of the immediate family, if made to honor, influence or benefit the person because of his official position.

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
<th>Purpose</th>
</tr>
</thead>
</table>

☐ INFORMATION CONTINUED ON ATTACHED PAGES
Reviser's note: Notice of Objection: The Joint Administrative Rules Review Committee finds that WAC 390-20-110 has not been modified, amended, withdrawn, or repealed by the Public Disclosure Commission so as to conform with the intent of the Legislature as expressed in RCW 42.17.170 and 42.17.180. Therefore, pursuant to its authority under RCW 34.04.240, this notice of objection is filed. The Joint Committee finds that WAC 390-20-110 requires the disclosure of information from lobbyists' employers which RCW 42.17.170 specifically excludes from reporting by lobbyists. It is the opinion of the Joint Committee that the Commission is attempting to obtain information from lobbyists' employers which the Commission would not otherwise be able to obtain from lobbyists themselves. This would thwart the express intent of the Legislature that such information is inappropriate for reporting. WAC 390-20-110 would effectively neuter the reporting exemptions in RCW 42.17.170—the Commission would have the information. This is not what the Legislature intended. [Joint Administrative Rules Review Committee, Memorandum, August 16, 1984—Filed August 28, 1984, WSR 84-18-014.]

WAC 390-20-111 Form for lobbyist employers report of political contributions. The official form entitled "Employer of Lobbyist Monthly Political Contribution Report" as required by RCW 42.17.180 (2)(a) is designated "L-3C." Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington, 98504. Any attachments must be on 8-1/2" x 11" white paper.
Employer's Name (Use Complete Company, Association, Union or Entity Name)

Mailing Address

City State ZIP

Reporting Period (Month/Year During Which Contribution(s) Occurred)

Who Must File Report: Employers of lobbyists registered in Washington State making one or more contributions, including in-kind contributions, during one calendar month totaling more than $100 to a candidate for state or local office, an elected state or local official, an office or employee of any public agency, or a political committee. Employer contributions made through and reported by a registered lobbyist or an employer-affiliated PAC are not reportable on an L-3c.

What Must Be Reported: Contributions, including a loan, gift, deposit, subscription, forgiveness of indebtedness, donation, advance, pledge, payment, or transfer of anything of value, including personal and professional services for less than full consideration. Contributions to campaign accounts and public office fund accounts are reportable.

When Is The Report Filed: Within 15 days after the last day of each calendar month during which reportable contributions were made. Reports are considered filed as of the post mark or hand-delivery date to PDC.

Itemize contributions that alone, or together with other contributions to the same recipient, total over $100 during the calendar month specified above. If space provided is insufficient, use additional L-3c forms or 8½" x 11" white paper.

<table>
<thead>
<tr>
<th>DATE OF CONTRIBUTION</th>
<th>NAME AND ADDRESS OF RECIPIENT</th>
<th>DESCRIPTION OF CONTRIBUTION</th>
<th>AMOUNT OR VALUE</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

*See reverse for details.

Certification: I certify that the information contained herein is true and complete to the best of my knowledge.

Name and title of person authorized to sign on employer’s behalf (type or print) Signature Date

POC from L-3c MPF

(1992 Ed.) [Title 390 WAC—p 61]
Description of Contribution

**Monetary**

Monetary contributions are those made in cash or by check, money order or other negotiable instrument. If total in amount column represents aggregate total given that recipient during the month (i.e., more than one contribution), indicate the date and amount of each contribution figured into the total.

For contributions given to incumbent candidates and elected officials, indicate whether the contribution is for the recipient's campaign account or public office account.

**In-Kind**

Donated goods or services qualify as reportable contributions. In-kind contributions include such things as discounts on products or services, free transportation, free or reduced-rate office space, personal services, polling services, professional assistance to campaign managers and help with preparation of political advertising.

Amount or Value of Contribution

If the aggregate amount or value contributed to one recipient (candidate, elected official, agency officer or employee, or political committee) during a calendar month was over $100 -- and the aggregate contribution was not reported by your lobbyist on his/her monthly report or the aggregate contribution was not made through and reported by your affiliated PAC -- put the total contributed in the Amount or Value column and provide the other required information.

**In-Kind**

Value in-kind contributions at the amount you actually paid for the donated item or service or, if no purchase was made, value them at their fair market value. Fair market value is the amount a well-informed buyer or lessee, willing but not obligated to buy or lease, would pay; and what a well-informed seller, or lessor, willing but not obligated to sell or lease, would accept.
WAC 390-20-115 Forms for report of legislative activity by legislators and legislative committees. The official form for report of legislative activity by legislators and legislative committees as required by RCW 42.17.190 is designated "L-4." Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.
REPORT OF LEGISLATIVE EMPLOYEES  
TO THE STATE OF WASHINGTON

PUBLIC DISCLOSURE COMMISSION
403 EVERGREEN PLAZA BUILDING
711 CAPITOL WAY
OLYMPIA, WASHINGTON 98504
PHONE: 206-753-1111

See complete instructions at bottom of page. (Type or Print Clearly)
Senate/House Committee or Legislator

<table>
<thead>
<tr>
<th>DATE PREPARED</th>
<th>DATE RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List below or on attached pages persons who were employed during this reporting period for the purpose of aiding in preparation or enactment of legislation or in the performance of legislative duties.

### 1. EMPLOYEES COMPENSATED BY THE LEGISLATURE

<table>
<thead>
<tr>
<th>NAME AND ADDRESS</th>
<th>JOB TITLE</th>
<th>LEGISLATOR OR COMMITTEE TO WHICH ASSIGNED</th>
<th>SALARY THIS QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

☐ INFORMATION IS INCLUDED ON ATTACHED PAGES.

### 2. EMPLOYEES COMPENSATED DIRECTLY BY THE LEGISLATOR OR COMMITTEE OR OTHERWISE COMPENSATED

<table>
<thead>
<tr>
<th>NAME AND ADDRESS</th>
<th>JOB TITLE</th>
<th>LEGISLATOR OR COMMITTEE OR PERSON PAYING EMPLOYEE</th>
<th>SALARY THIS QUARTER</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

CERTIFICATION: I certify that the above is a true, complete and correct statement in accordance with RCW 42.17.190.

SIGNATURE

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
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<table>
<thead>
<tr>
<th>TITLE</th>
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</table>

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**L-4 INSTRUCTIONS**

**WHO MUST REPORT:**
- Every legislator and committee of the legislature. The Chief Clerk of the House of Representatives and the Secretary of the Senate may provide consolidated reports in lieu of individual reports from each legislator and committee.

**WHEN TO REPORT:**
- Reports for the preceding calendar quarter are due not later than April 10, July 10, October 10, and January 10. Negative reports are not required.

**FORMS TO BE FILED WITH:**
- Public Disclosure Commission
  403 Evergreen Plaza Building
  Olympia, WA 98504

**FOR ADDITIONAL INFORMATION:**
WAC 390-20-120  Forms for report of legislative activity by public agencies. The official form for the report of legislative activity by public agencies as required by RCW 42.17.190 is designated "L-5," revised 11/79. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.
## Title 390 WAC: Public Disclosure Commission

### Form L-5

**Lobbying by State and Local Government Agencies**

<table>
<thead>
<tr>
<th>FILE NUMBER</th>
<th>F.M. DATE</th>
<th>DATE RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**THIS SPACE FOR OFFICE USE**

<table>
<thead>
<tr>
<th>DATE PREPARED</th>
<th>REPORT FOR CALENDAR QUARTER ENDING</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**AGENCY OR GOVERNMENTAL ENTITY NAME AND ADDRESS**

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>MONTH</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Persons Who Lobby During This Quarter**

<table>
<thead>
<tr>
<th>NAME</th>
<th>JOB TITLE</th>
<th>ANNUAL SALARY</th>
<th>% OF TIME SPENT LOBBYING DURING QTR.</th>
</tr>
</thead>
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</table>

**General Description of Lobbying Activities or Objectives. (Include bill or WAC numbers if any)**

**Check if Person Spent More Than $15 of Non-Public Funds in Lobbying. See Instructions on Reverse**

<table>
<thead>
<tr>
<th>NAME</th>
<th>JOB TITLE</th>
<th>ANNUAL SALARY</th>
<th>% OF TIME SPENT LOBBYING DURING QTR.</th>
</tr>
</thead>
<tbody>
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<tr>
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<th>JOB TITLE</th>
<th>ANNUAL SALARY</th>
<th>% OF TIME SPENT LOBBYING DURING QTR.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**General Description of Lobbying Activities or Objectives. (Include bill or WAC numbers if any)**

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<table>
<thead>
<tr>
<th>NAME</th>
<th>JOB TITLE</th>
<th>ANNUAL SALARY</th>
<th>% OF TIME SPENT LOBBYING DURING QTR.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Expenditures for Lobbying This Quarter**

**Report only the separately identifiable and measurable expenditures incurred for lobbying purposes.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries of Persons Who Lobbyed</td>
<td>$</td>
</tr>
<tr>
<td>Travel (Including meals, lodging, per diem payments, and cost of transportation used)</td>
<td>$</td>
</tr>
<tr>
<td>Brochures and Other Publications Whose Principal Purpose Is to Influence Legislation</td>
<td>$</td>
</tr>
<tr>
<td>Consultants or Other Contractual Services</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total This Quarter** | $ |

**Total to Date This Year** | $ |

**Certification:** I certify that to the best of my knowledge the above is a true, complete, and correct statement in accordance with RCW 42.17.090.

**Signature of Agency Head**

**PDC Form L-5 (Rev.11-79)** Replaces all previous editions.

**Attach additional sheets if more room is required**

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[Title 390 WAC—p 66] (1992 Ed.)
These instructions apply only to government agencies reporting pursuant to RCW 42.17.190.

Who Should Report?

Each state agency, county, city, town, municipal corporation, quasi-municipal corporation or special purpose district which expends public funds for "lobbying". Please study the definitions of what is and is not included in lobbying to determine if your agency is required to report.

"Lobbying" means attempting to influence the passage or defeat of any legislation by the state legislature or the adoption or rejection of any rule, standard, rate or other legislative enactment by any state agency under chapters 28.90 and 34.04 RCW. "Legislation" means bills, resolutions, motions, amendments, nominations, and other matters pending or proposed in either house of the state legislature, and includes any other matter which may be the subject of action by either house, or any committee of the legislature and all bills and resolutions which having passed both houses, are pending approval by the Governor.

Lobbying Does Not Include

1. Requests for appropriations by a state agency to OFM pursuant to RCW 43.88 or requests by OFM to the legislature for appropriations other than its own agency budget. Note that an agency representative who, in person, contacts a legislator or committee on appropriations matters is lobbying.

2. Recommendations or reports to the legislature in response to a legislative request expressly requesting or directing a specific study, recommendation or report on a particular subject.

3. Official reports including recommendations submitted annually or biennially by a state agency as required by law.

4. Requests, recommendations or other communications between or within state agencies or between or within local agencies.

5. Telephone conversations or preparation of written correspondence.

6. Preparation or adoption of policy positions within an agency or group of agencies. Note that once a position is adopted, further action to advocate it may constitute lobbying.

7. Attempts to influence federal or local legislation.

Lobbying Not Reportable

1. In person lobbying totaling no more than four days or parts of days during any three month period in aggregate for all officials and employees of the agency. In person lobbying includes testifying at legislative committee hearings and state agency hearings on rules and regulations but does not include attendance merely to monitor or observe testimony and debate.

2. In person lobbying by any elected official on behalf of his agency or in connection with his powers, duties or compensation.

Expenditures Over $15 of Non-public Funds

Any person (including an elected official) who expends more than $15 of personal or non-public funds for or on behalf of one or more legislators, state elected officials or state public officers or employees in connection with in-person lobbying must be listed on the L-5 report. Attach a page showing the spender's name, and date, the source of funds and amount spent, and for whom the money was spent. Examples of these expenditures include entertainment, dinners and campaign contributions.

Reports Required

The L-5 report is submitted to cover each calendar quarter in which lobbying occurs. No report is required if no reportable lobbying has taken place during the quarter.

Due Dates

April 30 (1st quarter)  
July 31 (2nd quarter)

October 31 (3rd quarter)  
January 31 (4th quarter)

ONE CONSOLIDATED REPORT SHOULD BE SUBMITTED TO INCLUDE LOBBYING ACTIVITIES OF ALL DIVISIONS OR OFFICES OF AN AGENCY.

SEND REPORTS TO:

PUBLIC DISCLOSURE COMMISSION  
403 EVERGREEN PLAZA MAIL STOP 1J-42
OLYMPIA, WA 98504

Special Note: In lieu of reporting as provided in RCW 42.17.190 any agency or lobbyist for an agency may elect to register and report as provided in RCW 42.17.150, 160, 170 and 180. An agency so choosing must notify PDC of that fact and obtain necessary reporting forms and instructions.
WAC 390-20-125 Forms for registration and reporting by sponsors of grass roots lobbying campaigns.
The official form for registration and reporting by sponsors of grass roots lobbying campaigns as required by RCW 42.17.200 is designated "L-6," revised 6/90. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.
1. Describe the topic(s) or legislation about which the campaign is conducted. Include bill, rule, rate, standard number, if any.

2. This report covers:
   - Registration (initial report)
   - Monthly report
   - Final report (campaign is ended)

3. List the principal officers of the group or organization if the sponsor is a business, union, association, political organization or other entity.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
</tr>
</thead>
</table>

4. Who is organizing or managing the campaign? List persons or firms hired to assist in the campaign, including public relations and advertising agents.

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Occupation or Business</th>
<th>Terms of Compensation</th>
</tr>
</thead>
</table>

5. Expenditures made or incurred in the campaign:

   1. Previous expenditures (from line 4, last L-6 report) $ __________
   2. Expenses this reporting period:
      - A. Radio
      - B. Television
      - C. Newspapers, magazines
      - D. Brochures, signs
      - E. Printing and mailing
      - F. Consultants, public relations
      - G. Office expense, travel, salaries
      - H. Contributions
      - I. Entertainment
      - J. Other expenses
   3. Total expenditures this period (lines 2a-2i) __________
   4. Total expenditures in the campaign (lines 1 + 3) __________
6. CONTRIBUTIONS:

List each person or organization who has contributed $25 or more during this report period.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS, CITY, ZIP</th>
<th>AMOUNT</th>
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<tbody>
<tr>
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</table>

List total amount from any attached pages.

Total amount received in contributions less than $25 where contributor's name is not listed.

Total contributions this period.

Contributions previously reported.

Total contributions during the campaign.

Certification: I hereby certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

INSTRUCTIONS

Who should file this form: Any person making grass roots lobbying expenditures not reported by a registered lobbyist, a candidate, or a political committee exceeding $1,000 in the aggregate in any three month period or exceeding $500 in the aggregate in any one month in presenting a program addressed to the public, a substantial portion of which is intended, designed, or calculated primarily to influence state legislation.

Filing deadline: Within 30 days after becoming a sponsor of a grass roots lobbying campaign. Thereafter, sponsors file monthly reports on the 10th of the month covering the preceding calendar month. Termination notice is to accompany the final monthly report.

Send report to: Public Disclosure Commission
403 Evergreen Plaza Bldg., FJ-42
Olympia, WA 98504

Questions: Call (206) 753-1111
WAC 390-20-130  Forms for statement of employment of legislators, state officers, and state employees. The official form for statement of employment of legislators, state officers, and state employees as required by RCW 42.17.210 is designated "L-7." Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8-1/2" x 11" white paper.
### STATEMENT OF EMPLOYMENT OF LEGISLATORS & STATE EMPLOYEES

TO THE STATE OF WASHINGTON

PUBLIC DISCLOSURE COMMISSION

CHAP. 1, LAWS OF 1973

See completion instructions at bottom of page.

(Enter or print clearly)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>NAME OF PERSON BEING EMPLOYED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>NATURE OF EMPLOYMENT BY REPORTING EMPLOYER</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT AND NATURE OF PAY OR CONSIDERATION</th>
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<tbody>
<tr>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>ITEM</th>
<th>NATURE OF STATE OFFICE OR EMPLOYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
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</tbody>
</table>

### INSTRUCTIONS

WHO SHOULD FILE THIS FORM: Any person registered or required to be registered as a lobbyist under this act or any employer of any person registered or required to be registered as a lobbyist under this act, who employs a member of the legislature, an employee of the legislature, a member of a state board or commission, or a full-time state employee, if that employee remains partially employed by the state.

FILING DEADLINE: Within 15 days after commencement of employment.

FORM TO BE SUBMITTED TO: Registration and Reporting Section, Public Disclosure Commission, Office of Secretary of State - Olympia, Washington 98504

Section 21 of this Law is printed in full below.

### EXCERPTS FROM PUBLIC DISCLOSURE LAW

Section 21. EMPLOYMENT OF LEGISLATORS, ATTACHES, OR STATE EMPLOYEES; STATEMENT, CONTENTS AND FILING. If any person registered or required to be registered as a lobbyist under this act employs, or if any employer of any person registered or required to be registered as a lobbyist under this act employs any member of the legislature, or any member of any state board or commission, or any employee of the legislature, or any member of any state board or commission, or any employee of the legislature, or full-time state employee, if such new employee shall remain in the partial employ of the State or any agency thereof, then the new employer shall file a statement under oath with the commission setting out the nature of the employment, the name of the person to be paid thereunder, and the amount of pay or consideration to be paid thereunder. The statement shall be filed within fifteen days after the commencement of such employment.
WAC 390-20-140 Loss of RCW 42.17.160 exemptions. (1) For the purpose of determining compliance with RCW 42.17.220, a lobbyist’s employer shall be responsible for the applicability of all of the exemptions provided in RCW 42.17.160 to any lobbyist the employer employs, pays, or agrees to pay. (2) The commission recognizes that a lobbyist who initially intends in good faith to utilize the "casual lobbying" exemption from registration and reporting which is provided in RCW 42.17.160(4) may thereafter become ineligible for that exemption, thus violating RCW 42.17.150 and/or 42.17.170 by not having registered and/or reported within the prescribed time periods. (3) The commission shall not commence enforcement proceedings against a lobbyist or his or her employer in circumstances described in subsection (2) of this section if the lobbyist: (a) Registers pursuant to RCW 42.17.150 before doing any lobbying in excess of the exemption limitations in RCW 42.17.160(4); and (b) Files a report on Form L-2 when next due under RCW 42.17.170, which report includes all reportable information for the lobbying activities cumulatively causing the exemption limitations to be reached. (4) The duty under RCW 42.17.230(1) of a person required to register as a lobbyist to obtain and preserve all records necessary to substantiate required financial reports shall include such records of all activities which cumulatively cause the RCW 42.17.160(4) exemption limitations to be reached and exceeded. (5) A lobbyist whose only compensation or other consideration for lobbying is payment of or reimbursement for expenditures not required to be reported per RCW 42.17.170 (2)(a)(i-iv), does not qualify for exemption from registration and reporting per RCW 42.17.160(5).

WAC 390-20-141 Registration and reporting required when a lobbyist employs another lobbyist. (1) If a registered lobbyist employs another lobbyist to perform lobbying activities in excess of the exemptions specified in RCW 42.17.150(2) or 42.17.160 then such registered lobbyist is also an employer of a registered lobbyist. (2) Any person who becomes an employer of a registered lobbyist under such circumstances must (a) confirm such employment on the employee’s L-1 registration statement; (b) in a written instrument filed with such employee’s L-1 registration statement identify which clients the employee is authorized to represent; (c) file an annual L-3 report as an employer of a registered lobbyist; and (d) continue to file monthly L-2 reports as a registered lobbyist.

WAC 390-20-143 Application of lobbying provisions to organizations. (1) A lobbyist other than a natural person shall be deemed to have properly restricted its lobbying activities and is eligible for the RCW 42.17.160(4) "casual lobbying" exemption during any three-month period in which its agents or employees do not make an expenditure of more than twenty-five dollars for or on behalf of legislators, state elected officials, public officers or employees of the state of Washington. (2) A lobbyist other than a natural person which does sponsor or coordinate or directly make unreported expenditures exceeding twenty-five dollars during a three-month period, as fully described in subsection (1), must register and report as required by RCW 42.17.150 and 42.17.170: Provided, That it can satisfy these requirements by having an individual agent (a) register and reports as a lobbyist, and (b) include as part of Form L-2 a report of these and all other lobbying expenditures made on behalf of the nonnatural person during that three-month period. (3) An entity, including but not limited to a law firm, consulting firm, advertising agency, or other similar organization, which receives or expects to receive compensation for lobbying from any person, must register and report as a lobbyist pursuant to RCW 42.17.150 and 42.17.170: Provided, That membership dues or contributions to a nonprofit organization made for the purpose of promoting a general interest and not in return for lobbying on behalf of any specific member or contributor shall not be regarded as compensation for this purpose. Registration statements and reports shall list as the lobbyists both the firm or organization and each individual acting on its behalf. The person paying the compensation shall report under RCW 42.17.180 as a lobbyist’s employer.

WAC 390-20-144 Registration and reporting by lobbyist organizations. (1) Any firm, company, association or similar organization required to register as a lobbyist shall file one registration statement (PDC Form L-1) for each employer for whom the organization will lobby. (a) The lobbying organization will attach to the registration statement a photo and the biographical information required by RCW 42.17.155 (page 3 of the L-1 Form) for each individual agent of the organization who is authorized to lobby for that particular employer. (b) If the agent is authorized to lobby for several employers, only one photo and biographical sheet need be submitted. (c) The organization will notify the commission in writing when there is any change in the employment or assignment of agents who lobby. (2) One monthly expenditure report (PDC Form L-2) shall be submitted showing all expenditures made by the organization and its agents. It is unnecessary to prorate or attribute expenditures to individual agents of the organization. However, expenditures for entertainment exceeding $25 per occasion shall identify the individual agent(s) who were present at the occasion. The L-2 report shall be signed by the president or chief executive officer of the lobbying organization.
(3) If any individual agent of the organization ceases to lobby or the organization terminates that agent’s authority to lobby, the organization shall notify PDC in writing or by notation on the L-2 report of the termination.

WAC 390-20-145 Reporting of lobbying events. (1) A meeting or other gathering of individuals for which lobbying is a purpose or reasonably foreseeable result shall be reportable by or on behalf of the sponsoring person in accordance with WAC 390-20-143 and other applicable provisions of law: Provided, That the executive director is authorized to state in writing how all reportable information relative to a particular gathering shall be reported on Form L-2 whenever the application of the appropriate provisions of law is unclear to the reporting person, and this interpretation shall be reviewed and approved, modified or rejected by the commission at its next regular or special meeting.

(2) Any other lobbyist reporting such a gathering may incorporate by reference in his Form L-2 a Form L-2 which is filed on the sponsor’s behalf and which reports the gathering in accordance with applicable provisions of law, including WAC 390-20-143(2) and subsection (1) of this rule.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-24-300 Form for report by public treasurers. [Order 77, § 390-24-300, filed 6/2/76.] Repealed by 84-05-018 (Order 84-01), filed 2/10/84. Statutory Authority: RCW 42.17.370(1).

WAC 390-24-010 Forms for statement of financial affairs. The official form for statements of financial affairs as required by RCW 42.17.240 is designated "F-1," revised 10/91. Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington[,] 98504. Any attachments must be on 8-1/2" x 11" white paper.

[Title 390 WAC—p 74]
Forms for Reports of Financial Affairs


Last Name  First  Middle Initial  Names of Spouse and Dependents  Political Party

City  County  Zip + 4

Filing Status (Check only one box.)

☐ An elected or state appointed official filing annual report

☐ Final report as an elected official. Term expired

☐ Candidate running in an election: month _____ year _____

☐ Newly appointed to an elective office

☐ Newly appointed to a state appointive office

1 INCOME:

List each employer, or other source of income (Pension, Social Security, legal judgment) from which you or a family member received $1,000 or more during the period. (Report interest and dividends in Item 3 on reverse.)

Name and Address of Employer or Source of Compensation  Occupation or How Compensation Was Earned  Amount:

(Use Code)

Check here ☐ if continued on attached sheet

2 REAL ESTATE:

List street address, assessor's parcel number, or legal description AND county for each parcel of Washington real estate with value of over $5,000 in which you or a family member held a personal financial interest during the reporting period. (Show partnership, company, etc., real estate on F-1 supplement.)

Property Sold or Interest Divested

Assessed Value  Property Sold or Interest Divested

(Use Code)

Name and Address of Purchaser  Nature and Amount (Use Code) of Payment or Consideration Received

Property Purchased or Interest Acquired

Creditor's Name/Address  Payment Terms  Security Given  Mortgage Amount—(Use Code)

Original  Current

All Other Property Entirely or Partially Owned

Check here ☐ if continued on attached sheet

CONTINUE ON REVERSE

PDC FORM F-1 (REV. 10/91) - 1

(1992 Ed.)
### Title 390 WAC: Public Disclosure Commission

#### 3. ASSETS / INVESTMENTS—INTEREST / DIVIDENDS

<table>
<thead>
<tr>
<th>A. Name and address of each bank or financial institution in which you or a family member had an account over $10,000 any time during the report period.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Name and address of each insurance company where you or a family member had a policy with a cash or loan value over $10,000 during the period.</td>
</tr>
<tr>
<td>C. Name and address of each company, association, government agency, etc. in which you or a family member owned or had a financial interest worth over $1,000. Include stocks, bonds, ownership, retirement plan, IRA, notes, and other intangible property.</td>
</tr>
</tbody>
</table>

Check here if continued on attached sheet

#### 4. CREDITORS

<table>
<thead>
<tr>
<th>Creditor's Name and Address</th>
<th>Terms of Payment</th>
<th>Security Given</th>
<th>Original</th>
<th>Present</th>
</tr>
</thead>
</table>

Check here if continued on attached sheet

#### 5. All filers answer questions A thru D below. If the answer is YES to any of these questions, the F-1 Supplement must also be completed as part of this report. If all answers are NO and you are a non-incumbent candidate or a state executive officer filing your initial report after appointment, no F-1 Supplement is required. Incumbent elected officials and state executive officers filing annual financial affairs report also answer question E. An F-1 Supplement is required of these officials unless all answers to questions A thru E are NO.

<table>
<thead>
<tr>
<th>A. Were you, your spouse or dependents an officer, director, general partner or trustee of any corporation, company, union, association, joint venture or other entity at any time during the reporting period?</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Did you, your spouse or dependents have an ownership of 10% or more in any company, corporation, partnership, joint venture or other business at any time during the reporting period?</td>
</tr>
<tr>
<td>C. Did you, your spouse or dependents own your own business at any time during the reporting period?</td>
</tr>
<tr>
<td>D. Did you, your spouse or dependents prepare, promote or oppose state legislation, rules, rates or standards for current or deferred compensation (other than pay for your currently-held public office) at any time during the reporting period?</td>
</tr>
<tr>
<td>E. (Incumbent officeholders only) Did you, your spouse or dependents receive during the previous calendar year any gift valued at over $50 that may have been intended to gain or maintain influence with you or the governmental entity you serve? (See F-1 manual for definition of &quot;gift&quot;).</td>
</tr>
</tbody>
</table>

**Have you answered each item?**
- Answered each item?
- Put your name on each attached page?
- Kept a copy for your records?

**Certification:** I hereby certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

**Signature**

**Daytime Telephone**

**Signature Date**

**REPORT NOT ACCEPTABLE WITHOUT FILER'S SIGNATURE**

[Title 390 WAC—p 76] (1992 Ed.)
**Forms for Reports of Financial Affairs**

**SUPPLEMENT PAGE**

**PERSONAL FINANCIAL AFFAIRS STATEMENT**

(10/91)

**PROVIDE INFORMATION FOR YOURSELF, SPOUSE, DEPENDENT CHILDREN AND OTHER DEPENDENTS IN YOUR HOUSEHOLD**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>MIDDLE INITIAL</th>
<th>DATE</th>
</tr>
</thead>
</table>

**OFFICES HELD, BUSINESS INTERESTS:**

For each corporation, non-profit organization, association, union, partnership, joint venture or other entity in which you, your spouse or dependents are an officer, director, general partner, trustee, or 10 percent or more owner—provide the following information:

- **Legal Name:** Report name used on legal documents establishing the entity.
- **Trade or Operating Name:** Report name used for business purposes different from the legal name.
- **Position or Percent of Ownership:** The office, title and/or percent of ownership held.
- **Brief Description of the Business/Organization:** Report the purpose, product(s), and/or the service(s) provided.
- **Payments from Governmental Unit:** If the governmental unit in which you hold or seek office made payments to the business entity concerning which you're reporting, show the purpose of each payment and the actual amount received.
- **Payments from Business Customers and Other Government Agencies:** List each corporation, partnership, joint venture, sole proprietorship, union, association, business or other commercial entity and each government agency (other than the one you seek/hold office) which paid compensation of $5,000 or more during the period to the entity. Briefly say what property, goods, services or other consideration was given or performed for the compensation.
- **Washington Real Estate:** Identify real estate owned by the business entity if the qualifications referenced below are met.

**ENTITY NO. 1**

**LEGAL NAME:**

**TRADE OR OPERATING NAME:**

**ADDRESS:**

**BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:**

**PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:**

<table>
<thead>
<tr>
<th>Purpose of payments</th>
<th>Amount (actual dollars)</th>
</tr>
</thead>
</table>

**PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS AND OTHER GOVERNMENT AGENCIES OVER $5,000:**

<table>
<thead>
<tr>
<th>Customer name</th>
<th>Purpose of payment (amount not required)</th>
</tr>
</thead>
</table>

**WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST** (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over $10,000. List street address, assessor parcel number, or legal description and county for each parcel):

**CONTINUE PARTS B AND C ON REVERSE**

(1992 Ed.)

[Title 390 WAC—p 77]
ENTITY NO. 2

Reporting for: Self _____ Spouse _____ Dependent _____

LEGAL NAME: ____________________________

TRADE OR OPERATING NAME: ________________

ADDRESS: ________________________________

BRIEF DESCRIPTION OF THE BUSINESS/ORGANIZATION:

PAYMENTS ENTITY RECEIVED FROM GOVERNMENTAL UNIT IN WHICH YOU SEEK/HOLD OFFICE:

- Purpose of payments: ____________________________
- Amount (actual dollars): _________________________

PAYMENTS ENTITY RECEIVED FROM BUSINESS CUSTOMERS AND OTHER GOVERNMENT AGENCIES OVER $5,000:

- Customer name: ____________________________
- Purpose of payment (amount not required): ___________

WASHINGTON REAL ESTATE IN WHICH ENTITY HELD A DIRECT FINANCIAL INTEREST (Complete only if ownership in the ENTITY is 10% or more and assessed value of property is over $10,000. List street address, assessor parcel number, or legal description and county for each parcel):

B LOBBYING: List persons for whom you or any immediate family member lobbied or prepared state legislation or state rules, rates or standards for current or deferred compensation. Do not list pay from government body in which you are an elected official or professional staff member.

<table>
<thead>
<tr>
<th>Person to Whom Services Rendered</th>
<th>Description of Legislation, Rules, Etc.</th>
<th>Compensation (Use Code)</th>
</tr>
</thead>
</table>

B Check here □ if continued on attached sheet

C GIFTS: List the date, source, brief description, and value of each gift of entertainment, travel, goods, services economic advantage, etc. valued at more than $50 (entertainment at receptions where pro-rata share exceeds $100). Exclude gifts that, without doubt, were clearly not intended to gain or maintain influence with respect to your governmental entity (e.g., most intra-family and private sector business related gifts). See Gift section of F-1 manual for details.

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Donor's Name, City and State</th>
<th>Brief Description</th>
<th>Approx. Dollar Value</th>
</tr>
</thead>
</table>

B Check here □ if continued on attached sheet

PDC FORM F-1 SUPPLEMENT (REVISED 10/91) - 1

[Title 390 WAC—p 78] (1992 Ed.)
WAC 390-24-020  Forms for amending statement of financial affairs.  (1) The official form for amending statements of financial affairs as required by RCW 42.17.240 for all persons who have previously filed the Form F-1 is designated Form "F-1A," revised 10/91.

(2) No more than three F-1A forms may be filed to amend a previously submitted statement of financial affairs (Form F-1). The form can be used only to update information required on an F-1.

(3) The commission reserves the right to reject amending forms and require a new statement of financial affairs (Form F-1) at any time the amendments are confusing or create misunderstandings. Authority is delegated to the commission’s executive director to make this determination.

(4) Copies of Form F-1A are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments must be on 8 1/2" x 11" white paper.
The F-1A form is designed to simplify reporting for persons who have no changes or only minor changes to an F-1 report previously filed. A complete F-1 form must be filed at least every four years; an F-1A form may be used for no more than three consecutive reports.

Deadlines: Incumbent elected and appointed officials—by April 15. Candidates and others—within two weeks of becoming a candidate or being newly appointed to a position.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Names of Spouse and Dependents</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Filing Status (Check only one box.)
- [ ] An elected or state appointed official filing annual report
- [ ] Final report as an elected official. Term expired ________ year ________
- [ ] Candidate running in an election: month ________ year ________
- [ ] Newly appointed to an elective office
- [ ] Newly appointed to a state appointive office

Select either “No Change Report” or “Minor Change Report,” whichever reflects your situation. Supply all the requested information.

- [ ] NO CHANGE REPORT. I have reviewed my last complete F-1 report dated ______________ and F-1A reports (if any) dated (1) ______________ and (2) ______________. The information disclosed on those reports is accurate for the current reporting period.
- [ ] MINOR CHANGE REPORT. I have reviewed my last complete F-1 report dated ______________. The changes listed below have occurred during the reporting period. Specify F-1 Form Item numbers when describing changes. Provide all information required on F-1 report.

### GIFTS
- [ ] This information required of incumbent elected and appointed officials only. List the date, source, brief description and value of each gift of entertainment, travel, goods, services, economic advantage, etc. valued at more than $50 (entertainment receptions where pro-rata share exceeds $100). Exclude gifts that, without doubt, were clearly not intended to gain or maintain influence with respect to your governmental entity (e.g., most intra-family and private sector business related gifts). SeeGift section of F-1 manual for details.

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Donor’s Name, City and State</th>
<th>Brief Description</th>
<th>Approx. Dollar Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check here [ ] If continued on attached sheet.

### CERTIFICATION
- [ ] I certify under penalty of perjury that the information contained in this report is true and correct to the best of my knowledge.

Signature: ___________________________ Date: ______________

Daytime Telephone: ______________

Report Not Acceptable Without Filer’s Signature

[Title 390 WAC—p 80] (1992 Ed.)
WAC 390-24-025  Time for filing statement of financial affairs. It shall be the policy of the public disclosure commission to construe the filing requirements of RCW 42.17.240 for elected officials in the following manner: It is the interpretation of the commission that:

(1) Any person holding elected public office, except as exempted by the terms of RCW 42.17.240, and any appointed official and professional staff member listed or referenced in RCW 42.17.240, and any appointed official required to comply with the reporting requirements of RCW 42.17.240 by any other statute is required to file the statement of financial affairs if such person holds such public office between January 1 and April 15 of any year. Such report shall be for the preceding calendar year.

(2) Any local elected official whose term of office expires immediately after December 31 shall file a statement of financial affairs for the calendar year which ended on that date.

(3) Any local elected official who resigns his public office prior to the completion of his current term of office shall file a statement of financial affairs covering that portion of the year that he was in office.

WAC 390-24-030  Forms for reports of public office fund. The official form for reports of public office fund as required by RCW 42.17.243 is designated "F-2." Copies of this form are available at the Commission Office, Room 403, Evergreen Plaza Building, Olympia, Washington 98504. Any attachments shall be on 8 1/2" x 11" white paper.
Public Disclosure Commission

PDC FORM F-2 (1/81)

Public Office Fund Report

Please type or print clearly

Last Name  First Name  M  Office Held  Period covered by report
Address
City  County  Zip

Contributions Received (Cash and Checks)

<table>
<thead>
<tr>
<th>Date</th>
<th>Contributor's Name and Address</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check here  If continued on attached page

TOTAL (Including Attached Pages)

Other Contributions Received

(Include Travel and Other In-Kind Goods and Services)

<table>
<thead>
<tr>
<th>Date</th>
<th>Contributor's Name and Address (If Value is unknown include description of contribution)</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check here  If continued on attached page

TOTAL (Including Attached Pages)

Continue on reverse
Forms for Reports of Financial Affairs

EXPENDITURES MADE

<table>
<thead>
<tr>
<th>Date</th>
<th>Person to Whom Payment Made</th>
<th>Address</th>
<th>Nature of Expenditure</th>
<th>Amount</th>
<th>TOTAL (Including Attached Pages)</th>
</tr>
</thead>
</table>

Check here □ if continued on attached pages

CERTIFICATION: I certify that this report is a true and complete account of contributions received and expenditures made to defray non-reimbursed public office expenses as provided in RCW 42.17.243.

Signature

Date

[Statutory Authority: RCW 42.17.370(1). 86-08-030 (Order 86-02), § 390-24-030, filed 3/26/86; 80-18-028 (Order 80-07), § 390-24-030, filed 12/1/80.]

WAC 390-24-031 Public office fund—Establishment and use. (1) Public office fund, as that term is used in RCW 42.17.243, means any fund, created by or for the benefit of any elected or appointed official required to report under RCW 42.17.240, which (a) was created for the primary purpose of defraying nonreimbursed office-related expenses for that official and members of his/her immediate family; and (b) expenditures made from the fund are primarily controlled by the official for whom the fund was created.

(1992 Ed.)
(2) Any contribution or expenditure from any other source for the benefit of an official or member of his/her immediate family for the primary purpose of defraying nonreimbursed office-related expenses is a contribution to that official’s public office fund and shall be reported as a contribution to and/or expenditure from the official’s public office fund. Any in-kind contribution shall be valued at its fair market value.

(3) If a fund, not created pursuant to RCW 42.17.243, is used both for the purposes of defraying nonreimbursed office-related expenses of an official and making other expenditures for the benefit of staff or employees of the official or agency, only the expenditures made to defray nonreimbursed office-related expenses of an official and members of his/her immediate family shall be deemed expenditures from a public office fund and shall be reported as an expenditure from the official’s public office fund.

[Statutory Authority: RCW 42.17.370(1). 86-08-030 (Order 86-02), § 390-24-110, filed 3/26/86; Order 62, § 390-24-110, filed 8/26/75.]

WAC 390-24-160 Definition—Professional staff member. (1) A professional staff member of the office of the governor and of the legislature includes all individuals retained on a full or part-time basis whose primary responsibilities require the exercise of judgment and discretion in policy related matters, including, but not limited to, such individuals who are involved in the development of legislation. A professional staff member does not include individuals retained primarily for clerical, ministerial, or internal accounting and bookkeeping purposes.

(2) To insure that the provisions of Referendum 36 and this rule are properly and fairly administered and to provide guidance to affected individuals, the commission, through its chairman and executive director, shall confer annually in December with the governor, the secretary of the senate and the clerk of the house regarding the specific professional staff members believed to fall within the criteria set forth in subsection (1) of this section. The executive director shall submit a report of those conferences to the commission at its December meeting for approval, disapproval or modification, or other determination. Each determination shall be based on an annual review of the positions and personnel to be retained by the affected governmental bodies during the ensuing year and shall constitute the commission’s administrative interpretation of the term "professional staff member" in RCW 42.17.240 (2) and (3) and its application to such positions and personnel.

[Statutory Authority: RCW 42.17.370(1). 86-08-030 (Order 86-02), § 390-24-160, filed 3/26/86; Order 88, § 390-24-160, filed 12/29/76.]

WAC 390-24-200 Descriptions of real property. (1) For the purposes of reporting real property as required by RCW 42.17.241 [(1)] (h)-(k), the filer shall list the street address of each parcel, if there is one. If there is no address, other sufficient descriptions of the property would be (a) the assessor’s parcel number, (b) the abbreviated legal description appearing on property tax statements, or (c) the complete legal description.

(2) Each property description shall be followed by the name of the county in which the property is located.

[Statutory Authority: RCW 42.17.370(1). 88-20-029 (Order 88-04), § 390-24-200, filed 9/29/88; 86-08-030 (Order 86-02), § 390-24-200, filed 3/26/86; Order 63, § 390-24-200, filed 9/10/75.]

Reviser’s note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 390-24-202 Report of compensation from sales commissions. When a person receives compensation in the form of a commission on sales, the reporting of the compensation, required in RCW 42.17.241, shall include:

(1) The name and address of the person or persons through whom a commission was paid;

(2) For purposes of RCW 42.17.241 (1)(f), the name and address of each person (other than an individual) for
whom a service was rendered or to whom a product was sold that resulted in a commission of $1,000 or more in the aggregate;

(3) For purposes of RCW 42.17.241 (1)(g)(i), the name and address of each governmental unit for whom a service was rendered or to whom a product was sold that resulted in a commission;

(4) For purposes of RCW 42.17.241 (1)(g)(ii), the name and address of each person (other than an individual) for whom a service was rendered or to whom a product was paid or promised for the service.

The request should be submitted by the tenth day of the month preceding the month in which the report is due so that the request is completed before the filing deadline.

(2) The request should contain (a) the required report completed to the extent possible, (b) the applicant's evidence to be submitted at the hearing, (c) a statement of reasons why the reporting of required information would cause a manifestly unreasonable hardship, with as much detail as possible.

[Title 390 WAC—p 85]

(1992 Ed.)
possible. (A general statement, such as "violates right of privacy" shall not be deemed as sufficient compliance with this requirement.) The applicant is encouraged to also include a proposed modification to the required reporting which, in the applicant's opinion, will relieve the perceived hardship.

(3) The filing of a request for modification shall not suspend the reporting requirement of any portion of chapter 42.17 RCW.

[WAC 390-28-060 Hearing to modify reporting—Administrative law judge proceedings. (1) The commission may request through the office of administrative hearings the appointment of an administrative law judge to hear individual applicants.

(2) After such hearing is concluded, the administrative law judge shall prepare and distribute to the applicant and each commissioner a proposed decision determining the issue. The applicant shall have five days to file with the commission specific objections to the administrative law judge's proposed decision and to request an opportunity to present additional evidence to the commission. When written objections are timely filed, the commission, at the time of review and ratification, shall consider the whole record or such portions as may be cited by the administrative law judge, applicant or executive director. The commission may also hear additional testimony.

(3) If the applicant files objections to the administrative law judge's proposed decision, the filing requirement from which the applicant has sought modification shall not be suspended unless the commission, upon notice of the filing of objections, determines that a temporary suspension is justifiable pursuant to the criteria set out in RCW 42.17.370(10). Such suspension of filing requirements shall be granted only until the decision is finalized by formal action of the commission.

(4) At the next meeting at which the matter can be lawfully considered, the commission shall review and either ratify or modify or revise the proposed order.

[WAC 390-28-070 Hearing to modify reporting—By affidavit or sworn statement. (1) An applicant may choose to waive a personal appearance at a hearing conducted pursuant to chapter 390-28 WAC. In the event that an applicant chooses to waive such appearance, that person shall submit a written, sworn statement setting out in detail the rationale for requesting modification or suspension.

(2) The commission, or the administrative law judge, shall proceed to decide the application in the same manner as if an appearance were made: Provided, That in the event the commission or the administrative law judge is not able to reach a conclusion on the request because of an insufficiency of the evidence, it may adjourn the hearing for the purposes of gathering further evidence, or it may deny the application.

[WAC 390-28-080 Hearing to modify reporting—Evidence, record, adverse decisions. (1) All evidence presented at hearings of the commission held pursuant to chapter 390-28 WAC and RCW 42.17.370(10) shall be considered to be a public record: Provided, That the commission may close the hearing and hold an executive session if it finds that it is necessary to allow the applicant to provide sufficient evidence to assure that proper findings are made. All evidence presented at any portion of a hearing held in executive session identifying the matters for which the applicant requests modification under these rules shall be considered and held confidential by the commission unless otherwise ordered by a court of competent jurisdiction. In the event that an administrative law judge determines that testimony in private may be necessary, the judge shall immediately adjourn the hearing and refer the matter to the commission.

(2) Any decision or order adverse to an applicant rendered by the commission or administrative law judge shall be in writing or stated in the record and shall be accompanied by findings of fact and conclusions of law.

[WAC 390-28-090 Hearing to modify reporting—Required findings. The commission, after hearing as provided in these rules, may suspend the applicable reporting requirement of chapter 42.17 RCW if it finds that the literal application of such requirement works a manifestly unreasonable hardship in the case under consideration and if it also finds that such suspension or modification will not frustrate the purposes of the act. The commission shall suspend or modify such reporting requirement or requirements only to the extent necessary to substantially relieve such hardship, and only upon clear and convincing proof to support such claim.

[WAC 390-28-100 Reporting modifications—Possible qualifications. The following, or any of them, may be considered possible qualifications for a reporting modification:

(a) Reporting any financial interest, otherwise required to be reported by RCW 42.17.241 (1)(b) of said act, if the financial institution or other entity in which the candidate or official having such interest does not engage in business in the state of Washington, or is not regulated in whole or in part by the office sought or held by such candidate or elected official, and provided that such reporting would
present actual difficulties to the candidate or official and the
interest in question would present no actual or potential
conflict with the proper performance of the duties of the
office sought or held, in the public interest.

(b) Reporting any of the information required by RCW
42.17.241 (1)(f) and (g), if public disclosure would violate
any legally recognizable confidential relationship: Provided,
The information in question does not relate to a business entity which would be subject to the regulatory authority of
the office sought or held by such candidate or elected official in whole or in part: And provided further, That such
reporting would present actual difficulties to the candidate or
official and the interest in question would present no actual
or potential conflict with the performance of the duties of the
office sought or held, in the public interest.

(c) Reporting any of the information required by RCW
42.17.241 for members of the immediate family of a
candidate or elected official, if such information relates to a
financial interest held by such member under a bona fide
separate property agreement, or other bona fide separate
status and such financial interest does not constitute a
separate property agreement, or other bona fide separate
status and such financial interest does not constitute a

(d) Reporting any other matter which would constitute
an unreasonable hardship in a given case, when the matter
reported would not indicate any actual or potential conflict
with the proper performance of the duties of the office
sought or held in the public interest.

Chapter 390-32 WAC
FAIR CAMPAIGN PRACTICES CODE

WAC 390-32-010 Fair Campaign Practices Code for candidates and
political committees.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER
[Order 92, § 390-32-040, filed 7/22/77.] Repealed by 85-
22-029 (Order 85-04), filed 10/31/85; Order 93, § 390-32-010, filed 8/26/77; Order 64, §
390-32-010, filed 11/25/75; Order 62, § 390-32-100, filed 8/26/77; Order 24, § 390-28-100, filed 2/21/74.

WAC 390-32-010 Fair Campaign Practices Code
for candidates and political committees. Pursuant to
the provisions of RCW 42.17.370 (1) and (6) the public
disclosure commission adopts this Fair Campaign Practices Code:

(1) I shall conduct my campaign, and to the extent
reasonably possible shall insist that my supporters conduct
themselves, in a manner consistent with the best American
tradition, discussing the issues and presenting my record and
policies with sincerity and candor.

(2) I shall uphold the right of every qualified voter to
free and equal participation in the election process.

(3) I shall not participate in, and I shall condemn,
personal vilification, defamation, and other attacks on any
opposing candidate or party which I do not believe to be
truthful, provable, and relevant to my campaign.

(4) I shall not use or authorize, and I shall condemn
material relating to my campaign which falsifies, misrepres-
ents, or distorts the facts, including but not limited to
malicious or unfounded accusations creating or exploiting
doubts as to the morality, patriotism or motivations of any
party or candidate.

(5) I shall not appeal to, and I shall condemn appeals to,
prejudices based on race, creed, sex or national origin.

(6) I shall not practice, and I shall condemn practices,
which tend to corrupt or undermine the system of free
election or which hamper or prevent the free expression of
the will of the voters.

(7) I shall promptly and publicly repudiate the support
of any individual or group which resorts, on behalf of my
candidacy or in opposition to that of my opponent(s) to
methods in violation of the letter or spirit of this code.

(8) I shall refrain from any misuse of the Public
Disclosure Law, chapter 42.17 RCW to gain political
advantage for myself or any other candidate.

shall be printed in appropriate campaign reporting instruc-
tions made available to candidates and political committees.

(2) Failure to subscribe to the code shall not constitute
a violation of chapter 42.17 RCW.

WAC 390-32-030 Complaints—Fair Campaign Practices Code. (1) Written and signed complaints alleging
a violation of one or more specific provisions of the Fair
Campaign Practices Code for candidates and political
committees (WAC 390-32-010) may be submitted to
the public disclosure commission by any person.

(2) Upon receipt of a complaint, the executive director
shall forward a copy of the complaint to the complainant
within 24 hours, accompanied by a request for a response to
the complaint returned within 5 days from the date of
mailing.

(3) Upon receipt of the complainant’s response, the
executive director shall forward a copy to the complainant.
A copy of the complaint and the response shall be sent to
news media. The complaint and the response shall be made
available at the commission office for public inspection and
copying. If the complainant does not respond within 5 days,
the complaint shall be made public without a response.
Title 390 WAC: Public Disclosure Commission

Chapter 390-37 WAC

ENFORCEMENT PROCEDURES—INVESTIGATIVE HEARINGS

WAC

390-37-010 Enforcement procedures—Policy.

390-37-020 Enforcement procedures—Initiation of complaint.

390-37-030 Enforcement procedures—Status of citizen complainant and others.


390-37-050 Enforcement procedures—Respondent’s notice of complaint.


390-37-063 Enforcement procedures—Demand for information—Subpoenas.

390-37-070 Enforcement procedures—Complaints dismissible by executive director.

390-37-090 Informal settlement—Cases resolvable by stipulation.

390-37-100 Enforcement procedures—Conduct of hearings.


390-37-120 Enforcement hearings—Subpoenas—Discovery—Hearings.

390-37-130 Enforcement hearings—Depositions and interrogatories—Right to take.

390-37-132 Enforcement hearings—Depositions and interrogatories—Notice.

390-37-134 Depositions and interrogatories in enforcement hearings—Protection of parties and deponents.

390-37-136 Production of documents and use at hearing.

390-37-140 Brief enforcement hearings—Authority.

390-37-142 Brief enforcement hearing—Procedure.

390-37-144 Brief enforcement hearing—Administrative review procedures.

390-37-150 Reconsideration and review of decisions.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

390-37-080 Enforcement procedures—Prehearing conference. [Order 81, § 390-37-080, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

390-37-200 Investigative hearings—Commission policy. [Order 81, § 390-37-200, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

390-37-205 Investigative hearings—Respondent’s notice to appear. [Order 81, § 390-37-205, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).


WAC 390-37-010 Enforcement procedures—Policy.

The commission recognizes the need for published uniform rules setting forth commission policies and procedures for cases in which violations or apparent violations of chapter 42.17 RCW are brought to its attention. The policy of the commission shall be to facilitate the resolution of compliance matters in a fair and expeditious manner.

390-37-215 Investigative hearings—Conducted by commission or hearing officer. [Order 81, § 390-37-215, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

390-37-220 Investigative hearings—Procedures. [Order 81, § 390-37-220, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

390-37-225 Investigative hearings—Disposition of case by hearing officer. [Order 81, § 390-37-225, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

390-37-230 Investigative hearings—Disposition of case by commission. [Order 81, § 390-37-230, filed 7/22/76.] Repealed by 84-12-017 (Order 84-03), filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

390-37-300 Late filings—Civil penalties. [Statutory Authority: RCW 42.17.370(1).] Repealed by 84-03, filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

390-37-305 Late filings—Administrator review. [Statutory Authority: RCW 42.17.370(1).] Repealed by 84-03, filed 5/25/84. Statutory Authority: RCW 42.17.370(1).

390-37-310 Late filings—Waiver of penalty. [Order 84, § 390-37-310, filed 8/18/76.] Repealed by 82-02-007 (Order 81-04), filed 12/28/81. Statutory Authority: RCW 42.17.370(1).

390-37-312 Late filings—Criteria for waiver; procedures for disposition. [Statutory Authority: RCW 42.17.370(1).] Repealed by 82-02-007 (Order 81-04), filed 12/28/81. Statutory Authority: RCW 42.17.370(1).

390-37-315 Late filings—Petition for waiver—Disposition by commission. [Order 84, § 390-37-315, filed 8/18/76.] Repealed by 82-14-016 (Order 82-04), filed 6/28/82. Statutory Authority: RCW 42.17.370(1).

390-37-320 Late filings—Waiver petition—Judicial review and enforcement. [Statutory Authority: RCW 42.17.370(1).] Repealed by 82-02-007 (Order 81-04), filed 12/28/81. Statutory Authority: RCW 42.17.370(1).

[Title 390 WAC—p 88]
WAC 390-37-030 Enforcement procedures—Status of citizen complainant and others. (1) When a citizen complaint has been filed with the commission, neither the complainant nor any other person shall have special standing to participate or intervene in the investigation or consideration of the complaint by the commission. However, the staff shall give notice to the complainant of any open commission hearings on the matter and the complainant may be called as a witness in any enforcement hearing or investigative proceeding.

(2) The complainant or any other person may submit documentary evidence and/or written factual or legal statements to the commission at any time. The complainant or any other person wishing to be heard in a compliance matter may request permission in advance of a public hearing on the matter or at such hearing, and the commission may grant such person a reasonable opportunity to be heard.

(3) A person not satisfied with the dismissal of a complaint by the commission or its executive director when no violation is found, may pursue an appropriate remedy under RCW 42.17.400(4).

WAC 390-37-040 Enforcement procedures—Procedures for filing citizen complaints. (1) A complaint filed with the commission, relating to an elected official or a candidate for elective office, shall be in writing and signed by the complainant under oath.

(2) A complaint filed with the commission, other than a complaint specified in subsection (1) of this section, may be made informally.

(3) A complaint filed under the provisions of either subsection (1) or (2) of this section should include:

(a) A statement of the nature of the alleged violation or violations, date, time and place of each occurrence and name of person or persons responsible; and

(b) All available documentation and other evidence which the complainant is able to supply to demonstrate a reason for believing that a violation of chapter 42.17 RCW has occurred.

WAC 390-37-050 Enforcement procedures—Respondent’s notice of complaint. Within ten days of receipt by the commission of a complaint which on its face appears to have merit, the commission shall notify the respondent that a complaint has been filed. The notice shall set forth the nature of the complaint and its origin (citizen complaint, commission or other) and the statutory provision alleged to have been violated.

WAC 390-37-060 Enforcement procedures—Investigation of complaints—Initiation of hearing. (1) The executive director shall initiate an enforcement hearing whenever an investigation reveals facts which the executive director has reason to believe are a material violation of chapter 42.17 RCW and do not constitute substantial compliance.

(2) The respondent shall be notified of the date of the hearing no later than ten days before that date pursuant to WAC 10-08-040.

(3) It is the policy of the commission during the course of any investigation that all records generated or collected as a result of that investigation are exempt from public inspection and copying under RCW 42.17.310 (1)(d). If a request is made for any such record which implicates the privacy of an individual, written notice of the records request will be provided to the individual in order that such individual may request a protective order from a court under RCW 42.17.330.

WAC 390-37-063 Enforcement procedures—Demand for information—Subpoenas. (1) During the course of an audit or an investigation, the executive director may issue a "demand for information" directed to any person who probably possesses information which is relevant and material to the audit or the investigation. The "demand for information" shall

(a) Specifically describe the information which is sought, and

(b) Set forth a reasonable time and place for the production of the information, and

(c) Notify the person that if the information is not produced, the executive director will present a request to the commission, at its next regular or special meeting, to issue a subpoena for the information pursuant to RCW 42.17.370(5).

The "demand for information" may be personally delivered or sent by certified mail, return receipt requested.

(2) The commission may issue a subpoena under RCW 42.17.370(5) to compel persons to appear and give testimony and may require the production of any books, papers, correspondence, memorandums or other documents which the commission deems relevant and material.

(3) Whenever the commission will consider the issuance of a subpoena, the executive director will place the matter on the published agenda for that meeting and, in addition, give the respondent, if any, and the person to whom the subpoena would be directed, at least five days written notice of the time and place where the meeting will be held.

WAC 390-37-070 Enforcement procedures—Complaints dismissible by executive director. The executive director, with the concurrence of the chairman, at any time prior to consideration by the commission, may dismiss a complaint which on its face, or as shown by
informal procedures are available for informal dispute resolution and executing informal settlement of matters. The investigation, does not show reason to believe that a material violation of chapter 42.17 RCW has occurred.

[Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-37-070, filed 2/5/86; 84-12-017 (Order 84-03), § 390-37-070, filed 5/25/84; Order 81, § 390-37-070, filed 7/22/76.]

WAC 390-37-090 Informal settlement—Cases resolvable by stipulation. (1) RCW 34.05.060 authorizes agencies to establish by rule specific procedures for attempting and executing informal settlement of matters. The following procedures are available for informal dispute resolution that may make more elaborate proceedings under the Administrative Procedure Act unnecessary.

(a) Any person whose interest in a matter before the commission may be resolved by settlement shall communicate his or her request to the executive director, setting forth all pertinent facts and the desired remedy. If the executive director requires additional information to resolve the matter informally, the executive director shall promptly provide to the person seeking relief an opportunity to supply such information. Settlement negotiations shall be informal and without prejudice to rights of a participant in the negotiations.

(b) When the executive director and respondent agree that some or all of the facts are uncontested, a stipulation of fact shall be prepared for the presentation to the commission.

(c) In the event an early, informal resolution or stipulation of facts is reached, the executive director is responsible for providing a written description of the recommended resolution or stipulation to the person(s) involved.

(2)(a) If settlement of an enforcement hearing (adjudicative proceeding) may be accomplished by informal negotiation, negotiations shall be commenced at the earliest possible time. Settlement shall be concluded by:

(i) Stipulation of facts of the parties; or
(ii) Stipulation of the parties; or
(iii) Withdrawal of the application for an enforcement hearing by the applicant; or
(iv) Withdrawal by the executive director of the action which is the subject matter of the enforcement hearing.

(b) Any proposed stipulation shall be in writing and signed by each party to the stipulation or his or her representative. The stipulation shall be recited on the record at the hearing. The commission has the option of accepting, rejecting, or modifying the proposed stipulation or asking for additional facts to be presented. If the commission accepts the stipulation or modifies the stipulation with the agreement of the opposing party, the commission shall enter an order in conformity with the terms of the stipulation. If the commission rejects the stipulation or the opposing party does not agree to the commission's proposed modifications to the stipulation, then a hearing shall be held. If the commission requests additional facts be presented, the matter shall be referred to the executive director for further investigation.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-100, filed 8/3/91, effective 9/29/91; 90-16-083, § 390-37-100, filed 7/31/90, effective 8/31/90. Statutory Authority: RCW 42.17.370(1). 86-04-071, § 390-37-100, filed 2/5/86; 84-12-017 (Order 84-03), § 390-37-100, filed 5/25/84; Order 81, § 390-37-100, filed 7/22/76.]

WAC 390-37-100 Enforcement procedures—Conduct of hearings. (1) An enforcement hearing (adjudicative proceeding) shall be conducted pursuant to the Administrative Procedure Act (chapter 34.05 RCW) and its supporting regulations (chapter 10-08 WAC), shall be followed unless otherwise modified by chapter 390-37 WAC.

(2) An enforcement hearing shall be heard either by the commission or under RCW 34.12.040 or 34.12.050(2), by a duly designated administrative law judge.

(3) Upon the conclusion of an enforcement hearing heard by an administrative law judge, the judge shall prepare and present to the commission findings of fact, conclusions of law, and a proposed decision determinative of the matter. A copy of the findings of fact, conclusions of law and the proposed decision shall be served upon the executive director and the respondent. Both the respondent and the executive director shall be afforded an opportunity to file exceptions and written argument with the commission. The commission shall review the proposed decision at its next regular meeting or at a special meeting called for that purpose. The commission shall consider the whole record or such portions as shall be cited by the parties. Oral argument may be heard at the discretion of the commission.

(4) After either a hearing by the commission or review by the commission of the proposed decision of an administrative law judge the commission may find that:

(a) Respondent did not violate the act, as alleged, and dismiss the case; or
(b) Respondent violated chapter 42.17 RCW, as alleged, and determine the sanction, if any, to be imposed; or
(c) Respondent is in apparent violation of chapter 42.17 RCW, its own remedy is inadequate and enter its order referring the matter to the appropriate law enforcement agency as provided in RCW 42.17.360.

(5) Upon the conclusion of a hearing, the commission shall set forth in writing its findings of fact, conclusions of law and decision on the merits of the case; and

(b) Shall deliver, either in person or by mail, to each respondent or the respondent's representative a copy of the findings of fact, conclusions of law and decision.

(6) When the commission finds an apparent violation and refers the matter to an enforcement agency, the commission shall give to the respondent written notice of such finding and order of referral.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-100, filed 8/3/91, effective 9/29/91; 90-16-083, § 390-37-100, filed 7/31/90, effective 8/31/90. Statutory Authority: RCW 42.17.370(1). 86-04-071 (Order 86-01), § 390-37-100, filed 2/5/86; 85-15-020 (Order 85-03), § 390-37-100, filed 7/9/85; 84-12-017 (Order 84-03), § 390-37-100, filed 5/25/84; Order 81, § 390-37-100, filed 7/22/76.]

WAC 390-37-105 Prehearing conference—Rule. (1) In any proceeding, the chairman upon his/her own motion or upon request by one of the parties or their qualified representative, may direct the parties to appear at a specified time and place for a conference to consider:

(a) Simplification of issues;
(b) The necessity of amendments to the hearing notice;
(c) The possibility of obtaining stipulations, admissions of facts and of documents;
(d) Limitation on the number of witnesses; and
(e) Procedural and such other matters as may aid in the disposition of the proceeding.

(2) Prehearing conferences may be presided over by the chairman or his/her designee.
(3) Prehearing conferences may be held by telephone conference call or at a time and place specified by the presiding officer.

(4) Following the prehearing conference, the presiding officer shall issue an order reciting the action taken and decisions made at the conference. If no objection to the order is filed with the presiding officer within seven days after the date the order is mailed, the order shall control the subsequent course of the proceeding unless modified for good cause by subsequent order.

(5) When the chairman or his/her designee presides over a prehearing conference, he or she is acting as a quasi-judicial body which relates to a quasi-judicial matter between named parties. Therefore, a prehearing conference is not subject to chapter 42.30 RCW, Open Public Meetings Act.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-105, filed 8/2/91, effective 9/2/91.]

WAC 390-37-120 Enforcement hearings—Subpoenas—Discovery—Hearings. (1) The commission or presiding officer may issue subpoenas for discovery, subpoenas to persons to appear and give testimony, and may require the production of any books, papers, correspondence, memorandums, or other records deemed relevant or material and the commission or presiding officer may issue protective orders as a part of an enforcement hearing. The agency or its legal representative may issue subpoenas as may the attorney of the party against whom action is being taken. All subpoenas must be filed with the commission, together with proof of proper service, at least five days prior to the date of the hearing for which they are issued. Such subpoenas will issue and may be enforced in the form and manner set forth in RCW 34.05.446 and WAC 10-08-120.

(2) The commission, upon motion or before the time specified in the subpoena for compliance therewith, may:
   (a) Quash or modify the subpoena if it is unreasonable and oppressive; or
   (b) Condition denial of the motion upon the advancement by the person in whose behalf the subpoena is issued of the reasonable cost of producing the books, papers, documents, or tangible things.

(3) The attendance of witnesses and such production of evidence may be required from any place within the state of Washington to any location where a hearing is being conducted.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-120, filed 8/2/91, effective 9/2/91.]

WAC 390-37-130 Enforcement hearings—Depositions and interrogatories—Right to take. Unless otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the hearing. The deposition of a commissioner, the executive director, or assistant director, may only be taken upon application to the commission, for good cause shown, and only in those circumstances where the statements or deposition of other staff members would not reveal the information, evidence, or details needed by the party for the case. The attendance of witnesses at a deposition may be compelled by use of a subpoena. Depositions shall be taken only in accordance with this rule and the rules on subpoenas.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-130, filed 8/2/91, effective 9/2/91.]

WAC 390-37-132 Enforcement hearings—Depositions and interrogatories—Notice. A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than seven days in writing to the commission and all parties. The notice shall state the time and place for taking the deposition and the name and address of each person to be examined. On motion of a party to whom the notice is served, the commission or its hearing officer may, for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken at any time or place, upon any notice, and in any manner and when so taken may be used as other depositions.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-132, filed 8/2/91, effective 9/2/91.]

WAC 390-37-134 Depositions and interrogatories in enforcement hearings—Protection of parties and deponents. After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the commission or its designated hearing officer may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or the commission may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or the deponent, and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the commission or its designated hearing officer may order the officer conducting the examination to cease forthwith from taking the deposition or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-134, filed 8/2/91, effective 9/2/91.]

WAC 390-37-136 Production of documents and use at hearing. (1) Upon request by either the agency or its legal representative, or the party against whom the enforcement action is being taken or his/her representative, copies of all materials to be presented at the enforcement hearing shall be provided to the requester within seven days of the request but, for good cause shown, not less than three business days prior to the date of the hearing.

(1992 Ed.)
WAC 390-37-140 Brief enforcement hearings—Authority. (1) The commission may provide a brief enforcement hearing for violations of provisions in chapter 42.17 RCW which require the filing of reports when such violations are either a failure to file the required report or the late filing of a required report. A brief enforcement hearing is a brief adjudicative proceeding as set forth in RCW 34.05.482 through 34.05.494.

(2) This hearing shall be in accordance with RCW 34.05.482 through 34.05.494.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-140, filed 8/29/91, effective 9/29/91.]

WAC 390-37-142 Brief enforcement hearing—Procedure. (1) A brief enforcement hearing may be presided over by the chairman, or a member of the commission designated by the chairman.

(2) When a violation, as described in WAC 390-37-140, is alleged, before taking action, the executive director shall send the alleged violator notice, which shall include:

(a) Alleged violation;

(b) Proposed fine; and

(c) Person's right to respond, within ten days, either in writing or in person to explain his/her view of the matter.

(3) At the time any unfavorable action is taken, the presiding officer shall serve upon each party a written statement describing the violation, the reasons for the decision, the penalty imposed, and their right to request review by the commission at the next scheduled commission meeting.

(4) The written decision of the presiding officer is an initial order. If no review is taken of the initial order, the initial order shall be the final order.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-142, filed 8/29/91, effective 9/29/91.]

WAC 390-37-144 Brief enforcement hearing—Administrative review procedures. (1) The commission shall conduct a review of the initial order upon the written or oral request of a party if the commission receives the request within twenty-one days after the service of the initial order.

(2) If the parties have not requested review, the commission may conduct a review of the initial order upon its own motion and without notice to the parties, but it may not take any action on review less favorable to any party than the original order without giving that party notice and an opportunity to explain that party's view of the matter.

(3) The order on review shall be in writing stating the findings made, and the reasons for the decision, and notice that judicial review is available. The order on review shall be entered within twenty days after the date of the initial order or of the request for review, whichever is later.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-144, filed 8/29/91, effective 9/29/91.]

WAC 390-37-150 Reconsideration and review of decisions. (1) For purposes of this rule, "decision" means any findings, conclusions, order, or other action by the commission which is reviewable by a court.

(2) A decision may be reconsidered only upon (a) the written request of the person aggrieved thereby or (b) the motion or written request of a commissioner who voted on the prevailing side when that decision was made.

(3) Such a request for reconsideration shall be served at the office of the public disclosure commission, or motion made, no later than ten days after service of the decision of which reconsideration is sought.

(4) A request or motion for reconsideration shall specify the grounds therefor.

(5) Upon being served with a decision, the respondent may treat that decision as final for the purpose of petitioning for judicial review. The commission may not reconsider any decision after being served with a petition for judicial review.

(6) When a request for reconsideration is served, or motion made, enforcement of the decision of which reconsideration is sought shall be stayed and the decision shall not be final until the commission has acted on the reconsideration.

(7) The commission shall act on the reconsideration, at the next meeting at which it practicably may do so, by: (a) Deciding whether to reconsider its decision, and (b) if it decides to do so, either affirming or amending its decision: Provided, That before a decision may be amended other than by lowering a penalty, the respondent shall be given notice and an opportunity to be heard if, and in the same manner as, required for the original decision.

[Statutory Authority: RCW 42.17.370. 91-16-072, § 390-37-150, filed 8/29/91, effective 9/29/91. Statutory Authority: RCW 42.17.370(1). 79-08-046 (Order 79-03), § 390-37-150, filed 7/19/79.]